



# **HOWELL PUBLIC SCHOOLS STUDENT/PARENT HANDBOOK**

**Adopted by the Board of Education on August 15, 2011  
(Updated August 2023)**

**HOWELL PUBLIC SCHOOLS  
2023-24 CALENDAR**

AUGUST	17	Thursday	New Teacher DPPD
	21	Monday	DPPD for all Teachers (BK-5 Open House in evening)
	22	Tuesday	First day for students (half day), teachers on-site pm
	23	Wednesday	Half day for students, PD for teachers pm
	30	Wednesday	Middle School Open House in evening
SEPTEMBER	1	Friday	NO SCHOOL
	4	Monday	NO SCHOOL
	7	Thursday	High School Open House in evening
	27	Wednesday	Late Start #1
OCTOBER	12	Thursday	MS/HS Parent/Teacher Conferences in person
	19	Thursday	End of First Quarter
	20	Friday	NO SCHOOL for students or staff – Fall Break
	23	Monday	Quarter Two Begins
	26	Thursday	Elementary P/T Conferences in person, HS P/T Conf virtual
NOVEMBER	1	Wednesday	Late Start #2
	2	Thursday	Elementary P/T Conferences in person, MS P/T Conf virtual
	22-24	W/Th/F	NO SCHOOL for students or staff – Thanksgiving Break
DECEMBER	22	Friday	End of second Quarter/End of First Semester
	25	Monday	NO SCHOOL for students or staff – Holiday Break Begins
JANUARY	8	Monday	School Resumes – Quarter 3 begins
	15	Monday	NO SCHOOL for students or staff – Martin Luther King Day
FEBRUARY	16	Friday	NO SCHOOL for students or staff – Winter Break
	19	Monday	NO SCHOOL for students – PD for teachers
MARCH	7	Thursday	Middle School P/T Conferences in evening
	13	Wednesday	Late Start #3
	14	Thursday	Elementary School P/T Conference in the evening
	15	Friday	End of Third Quarter
	18	Monday	Quarter 4 Begins
	25	Monday	NO SCHOOL for students or staff – Spring Break begins
APRIL	1	Monday	School Resumes
MAY	1	Wednesday	Late Start #4
	27	Monday	NO SCHOOL for students or staff – Memorial Day
	30	Wednesday	LAST DAY OF SCHOOL

## HOWELL PUBLIC SCHOOLS BOARD OF EDUCATION

The Howell Public School Board governs the school district and is elected by the community. Current School Board members are:

Stacy R. Pasini, President

Courtney Tarara, Vice President

Christy Conn, Treasurer

Brent Earl, Secretary

Jason Bedford, Trustee

Meg Marhofer, Trustee

Crystal Zurek, Trustee

The Howell Public Schools Board of Education has entrusted the day-to-day operations of the District to:

Erin J. MacGregor, Ed.S., Superintendent

### MISSION OF THE DISTRICT

Howell Public Schools is an exemplary learning community committed to taking responsibility for student achievement as we engage parents, partners, and the community to maximize every student's success.

### COMPLIANCE WITH FEDERAL LAW

Howell Public Schools complies with all Federal laws and regulations of the United States Department of Education. It is the policy of the Howell Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, handicap or limited English proficiency shall be discriminated against, excluded from participation in, denied benefits of, or otherwise subjected to discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the United States Department of Education.

### ANNUAL NOTICES

- 1) Civil Rights Compliance Officers (Policy [2260](#) and Policy [5517](#))
- 2) Nondiscrimination in education (Policy [2260](#))
- 3) Directory information on students (Policy [8330](#))
- 4) Annual review of the District/School Parent and Family Engagement Policy (Policy [2112](#)) and the District's plan and each school's plan using evaluation findings to improve effectiveness.
- 5) Parent and Family Engagement Policy must be reviewed and approved annually and distributed to parents of children receiving Title I services (Policy [2112](#) and Policy [2261.01](#))
- 6) Request that directory information not be released to recruiters without prior written consent (Policy [8330](#))
- 7) Male students age eighteen (18) or older are required to register for the selective service (Policy [8330](#))
- 8) Drug prevention memorandum to parents (Policy [5530](#))

- 9) Notification of pesticide application at times of application (Policy [8431](#))
- 10) Notification to parents of the right to be informed before any pesticide application is made on school property (Administrative Guideline [8431A](#))
- 11) Doctor/Parent authorization for student using a respirator (Policy [7430](#))
- 12) Locker search policy (Policy [5771](#))
- 13) Documentation of a completed school safety drill posted on the School or District's website within thirty (30) school days after the drill is completed and maintained on the website for at least three (3) years (Policy [8420](#))
- 14) Annual meeting and review of the School Safety Information Policy Agreement (Policy [8400](#))
- 15) Annual report on the District website, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school (Policy [8400](#))
- 16) Annually, a copy of the most recent report of incidents of crime, disaggregated by school building shall be made available to the parent or legal guardian of each student enrolled in the District (Policy [8400](#))
- 17) Report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs (Policy [8400](#))
- 18) Student privacy and parental access to information including surveys, analyses, and evaluations (Policy [2416](#)) – Notice to parents of any substantive changes to this policy as well as to the schedule of any upcoming activities (surveys, etc.)
- 19) Notice of non-emergency invasive physical examination (Policy [5310](#)) – Notice to parents if such exams occur
- 20) Notification to public regarding inspection of instructional materials (Policy [2416](#), Policy [5780](#), and Policy [9130](#)) – Notice of right to inspect instructional materials
- 21) Parents' rights to inspect, review and request amendments to student educational records (Policy [8330](#) and Administrative Guideline [8330](#))
- 22) Address where parents and students can file a complaint if they believe their rights under Federal law ([Family Educational Rights and Privacy Act](#) and [Protection of Pupil Rights Amendment](#)) have been violated (Administrative Guideline [8330](#))
- 23) Posting of Tobacco Prohibition in accordance with [M.C.L. 333.12603](#)
- 24) Notice of policy on bullying (including cyberbullying)([Policy 5517.01](#))
- 25) District Wellness Policy (Policy [8510](#))
- 26) Nutrition Program; Meal charge procedures ([Free & Reduced Price Meals](#) and [Meal Prices & Payment Options](#))
- 27) Code of conduct/Student discipline code (Policy [5600](#))
- 28) Policy and guidelines on harassment (Policy [5517](#))
- 29) Rules regarding entry on school grounds or premises of persons other than students, staff and faculty (Policy [9150](#))
- 30) Handicapped access (Policy [9160](#))
- 31) Enrollment requirements and procedures (Policy [5111](#) and [Enrollment Information on District website](#))
- 32) Emergency medical authorization - Students (Policy [5341](#))
- 33) Parent signatures authorizing student early dismissal and access to student records (Policy [5330](#) Policy [8330](#))
- 34) Parent/student acknowledgement of risk when participating in interscholastic athletics (Policy [2431](#))
- 35) Signed parent/student acknowledgement of receipt of educational materials on the risks of concussions, as developed by the Department of Community Health (Policy [5340.01](#) and Administrative Guideline [5340.01](#))

- 36) Authorization by parents for children to go on trips associated with a co-curricular or extracurricular activity such as football, band, etc. (Policy [2340](#))
- 37) Verification of insurance coverage for student accidents
- 38) Parent notification regarding blood-borne pathogens (Policy [8453.01](#))
- 39) Parent notification regarding sex education and AIDS classes (Policy [2413](#))
- 40) Notice of use of video surveillance/electronic monitoring of school facilities (Policy [7440.01](#))
- 41) Annual filing of operating and financial information and notices of listed “material events” to provide continuing disclosure compliance (Policy [6146](#))

**HOWELL PUBLIC SCHOOLS  
ELEMENTARY SCHOOLS**

**Challenger Elementary School**

***David Cherry, Principal***

1066 W. Grand River  
Howell, Michigan 48843  
Attendance Phone: 517-548-6376  
Main Office: 517-548-6375  
Fax: 517-545-1436

**Ruahmah J Hutchings Elementary School**

***Benjamin Malecki, Principal***

3503 Bigelow  
Howell, Michigan 48855  
Attendance Phone: 517-548-2155  
Main Office: 517-548-1127  
Fax: 517-548-1763

**Northwest Elementary School**

***Craig Munro, Principal***

1233 Bower Street  
Howell, Michigan 48843  
Attendance Phone: 517-548-6294  
Main Office: 517-548-6297  
Fax: 517-545-1433

**Southwest Elementary School**

***Jennifer Goodwin, Principal***

915 Gay Street  
Howell, Michigan 48843  
Attendance Phone: 517-548-6291  
Main Office: 517-548-6288  
Fax: 517-545-1432

**Three Fires Elementary School**

***Robert Starkey, Principal***

***Stacey Downer, Interim Student Services Advisor***

4125 Crooked Lake Road  
Howell, Michigan 48843  
Attendance Phone: 517-548-6388  
Main Office: 517-548-6387  
Fax: 517-548-7524

**Voyager Elementary School**

***Danielle Schmidt, Ed.S., Principal***

1450 Byron Road  
Howell, Michigan 48843  
Attendance Phone: 517-552-7506  
Main Office: 517-552-7500  
Fax: 517-552-7519

**HOWELL PUBLIC SCHOOLS  
MIDDLE SCHOOLS**

**Highlander Way Middle School**

***Dr. Timothy Moore, Ed.D., Principal***

***Jaime Smith, Interim Assistant Principal***

***Michael Radtke, Student Services Advisor – Middle Schools***

511 N. Highlander Way

Howell, Michigan 48843

Attendance Phone: 517-548-6254

Main Office: 517-548-6252

Fax: 517-545-1455

**Parker Middle School**

***Patricia Poelke, Ed.S., Principal***

***Brooklyn Gehringer, Ed.S., Assistant Principal***

***Michael Radtke, Student Services Advisor – Middle Schools***

400 Wright Road

Howell, Michigan 48843

Attendance Phone: 517-552-4601

Main Office: 517-552-4600

Fax: 517-552-0106

**HIGH SCHOOLS**

**Howell High School (10-12)**

***Jason Schrock, Ed.S., Principal of Howell High School***

***Margaret Adrian, Assistant Principal***

***Brian McCarthy, Ed.S., Assistant Principal***

***Lisa O'Connor, Assistant Principal***

***Jonathan Stolle, Student Services Advisor***

1200 W. Grand River

Howell, Michigan 48843

Attendance Phone: 517-540-8311

Main Office: 517-540-8300

Fax: 517-545-1496

**Howell High School (Freshman Campus)**

***Melanie Post, Principal of Howell High School - Freshman Campus***

1400 W. Grand River

Howell, Michigan 48843

Attendance Phone: 517-540-8311

Main Office: 517-548-6267

Fax: 517-545-1439

**Innovation Academy**

***John-Matthew LaGalo Ed.S., Principal***

Southeast Campus

861 E. Sibley Street

Howell, Michigan 48843

Main Office: 517-234-6489

Fax: 517-545-1477

## HOWELL PUBLIC SCHOOLS

### Table of Contents

FOREWORD	12
SECTION I - GENERAL INFORMATION	13
Parent/Guardian and Student Handbook Acknowledgement and Pledge	14
Parent /Guardian Acknowledgement	14
ABSENCES, TARDIES AND MAKEUP WORK	15
ACCOMMODATING STUDENTS WITH SPECIAL DIETARY NEEDS (FOOD ALLERGIES)	18
ACCOMMODATING PERSONS WITH DISABILITIES	19
ADVERTISING OUTSIDE ACTIVITIES	19
AGE OF MAJORITY	19
ANIMALS ON SCHOOL PROPERTY	20
ATTENDANCE AT DANCES (ON SITE OR OFF SITE)	20
ATTENDANCE IN SCHOOL	21
ATTENDANCE AT SCHOOL EVENTS	22
BULLYING	23
COMPLAINTS (GENERAL)	23
COMPLAINTS (TITLE II, VI, VII, IX, SECTION 504)	23
COMPUTER TECHNOLOGY AND NETWORKS	25
CONTROL OF COMMUNICABLE DISEASES AND PESTS	30
CORPORAL PUNISHMENT	31
COUNSELING	31
Policy 2411 Guidance and Counseling	31
DIABETES MANAGEMENT IN THE SCHOOL SETTING	32
DRESS CODE	33
DRIVERS' EDUCATION	34
DRUG FREE ZONE	35
EARLY DISMISSAL	35
EDUCATION OF PERSONS WITH DISABILITIES	35
EMERGENCY MEDICAL AUTHORIZATION	36
EMERGENCY CLOSINGS AND DELAYS	36
EMERGENCY SITUATIONS AND SAFETY DRILL PROCEDURES	37
ENROLLING IN THE SCHOOL	38
EPINEPHRINE AUTO-INJECTORS (EPI-PENS)	39
EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT	39
EVERY STUDENT SUCCEEDS ACT (ESSA)	40
EXPECTATIONS OF PARENTS/GUARDIANS	41
EXPECTATIONS OF STUDENTS	41
EYE SAFETY	42
FEES, FINES AND SUPPLIES	42
FOOD DELIVERIES & VENDING MACHINE USE	43
FOOD SERVICES	43

FUNDRAISING/SALES	45
FUNDING SOURCE INFORMATION	45
GANGS	46
GUEST STUDENTS	46
HARASSMENT & INTIMIDATION	46
HAZING	47
HOMEBOUND/HOSPITALIZED INSTRUCTIONAL SERVICES	47
HOMELESS STUDENT’S RIGHT TO EDUCATION	48
IMMUNIZATIONS	48
INJURY AND ILLNESS (INCLUDING CONCUSSIONS/HEAD INJURIES)	49
INVITATIONS & GIFTS	50
KIDS KARE	50
LIMITED ENGLISH PROFICIENCY (ENGLISH LANGUAGE LEARNERS)	50
LOCKERS	51
MANDATED REPORTERS	51
MEDICATIONS	51
PARENT/GUARDIAN DROP OFF AND PICKUP (BEFORE AND AFTER SCHOOL)	54
PARENT/GUARDIAN PICKUP (AFTER SCHOOL EVENTS)	54
PARENT INVOLVEMENT IN THE SCHOOL PROGRAM	54
PARENT INVOLVEMENT IN TITLE 1 SCHOOLS	54
PARKING	56
PESTICIDE APPLICATION NOTICE	57
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS	57
RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE	58
REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING	58
REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES	58
REVIEW OF TEACHER AND PARAPROFESSIONAL QUALIFICATIONS	59
SCHEDULING AND ASSIGNMENT	59
SEARCH AND SEIZURE	60
SEXUAL HARASSMENT	62
STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES	62
STUDENT EMPLOYMENT	62
STUDENT PRIVACY PROTECTIONS	63
STUDENT RECORDS	64
STUDENT RIGHTS OF EXPRESSION	67
STUDENT RIGHTS AND RESPONSIBILITIES	69
STUDENT VALUABLES	69
STUDENT WELL-BEING	69
SUICIDE AND DEPRESSION AWARENESS AND PREVENTION	70
TRANSFER OUT OF THE DISTRICT	70
TREAT & SNACKS	70
TRUANCY	70
USE OF SCHOOL/DISTRICT EQUIPMENT AND FACILITIES	71
VIDEO & AUDIO MONITORING SYSTEMS	71

VISITORS	71
VOLUNTEERS	72
WEAPONS	72
WIRELESS COMMUNICATION DEVICES (Including cell phones)	72
SECTION II - ACADEMICS	76
CONSORTIUM/LESA/APPLIED TECH	77
COURSE OFFERINGS	77
CREDIT FOR ALTERNATIVE PROGRAMS AND COURSES	77
DUAL ENROLLMENT	79
HIGHLANDER VIRTUAL SCHOOL	80
EARLY GRADUATION	80
FIELD TRIPS	81
GRADES	81
GRADING AND PROMOTION	84
GRADUATION REQUIREMENTS	85
HOMEWORK	87
MAKEUP WORK	87
RECOGNITION OF STUDENT ACHIEVEMENT	88
Athletic Awards	88
SCHEDULE CHANGES	88
STUDENT ASSESSMENT (INCLUDING STANDARDIZED TESTING)	89
TESTING OUT	89
SECTION III - STUDENT ACTIVITIES	91
ATHLETICS	92
CO-CURRICULAR ACTIVITIES	98
EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS	101
SCHOOL-SPONSORED CLUBS AND ACTIVITIES	102
SECTION IV – TRANSPORTATION	104
TRANSPORTATION	105
SECTION V – CODE OF CONDUCT	112
STUDENT DISCIPLINE CODE	113
DISCIPLINE OF STUDENTS WITH DISABILITIES	135
TYPES OF DISCIPLINE	135
DUE PROCESS RIGHTS	137
SECTION VI – SENIORS, HOWELL HIGH SCHOOL	142
SENIORS, HOWELL HIGH SCHOOL	143

<b>NOTE:</b>	This Student/Parent Handbook is based on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. If you have questions or would like more information about a specific issue or document, contact your school principal, the Personnel Office, or access the document on the District's website: <a href="http://www.howellschools.com">www.howellschools.com</a> by clicking on "Board of Education" and finding the specific Policy or Administrative Guideline in the Table of Contents for that section.
--------------	--

## FOREWORD

The Student/Parent Handbook was developed to answer commonly asked questions that you and your parents may have during the school year and to provide specific information about Board policies and procedures. This Handbook contains important information that you should become familiar with; keep the Handbook available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or building principal(s).

This Handbook summarizes many of the official Policies and Administrative Guidelines of the Howell Board of Education but is not a comprehensive statement of school procedures. The Board's comprehensive policy can be found online at [www.howellschools.com](http://www.howellschools.com) under "Publications" and "Board of Education Policy Manual". This Handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects. To the extent that this Handbook is ambiguous or conflicts with the above referenced policies and guidelines, the policies and guidelines shall control.

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the District's rules as of August 1, 2023. If any of the Policies or Administrative Guidelines referenced herein are revised after August 1, 2023 the language in the most current policy or administrative guideline prevails.

## **SECTION I - GENERAL INFORMATION**

## Parent/Guardian and Student Handbook Acknowledgement and Pledge

Name of Student: \_\_\_\_\_

### Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and Howell Public School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and Howell Public School Board policy may be amended during the year without notice and that such changes are available on the District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me from being responsible for knowing or complying with school and district rules, policies and procedures.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### Parent /Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and Howell Public School Board policy may be amended during the year without notice and that such changes are available on the District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with school and district rules, policies and procedures.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## ABSENCES, TARDIES AND MAKEUP WORK

If a student is going to be absent, the parents/guardians must contact the appropriate school and provide an explanation. If prior contact is not possible, parents/guardians should provide a written excuse as soon as possible. When no excuse is provided, by the parent within 48 hours, the absence will be unexplained and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents/guardians improve their child's attendance.

### A. Definitions:

1. **Absent:** Students must be *present during a class period* or engaged in weekly two-way interaction during remote learning as required by the teacher, or they will be considered absent.

For grades K-5;

Absent for the morning: Students who are *signed in after school has been in session for more than one hour* (9:51 a.m. or later).

Absent for the afternoon: Students who are *signed out of school more than one hour before the end of the day* (2:39 p.m. or earlier).

For grades 6-12; When the student arrives in class after the late period (after the first ten (10) minutes of the beginning of the class period) or the student is not present at all during the class period, the student shall be considered absent. This absence will be considered unexcused unless the student presents a signed pass to the teacher.

**School-related absence:** The term "school related absence" is used for field trips and other absences from a class when the student is in the school building but not in the classroom. School-related absences are not considered to be absences for purposes of this policy.

2. **Tardy:** Students must be *in class at the established starting times* or they will be considered tardy.

For grades K-5; There is no differentiation between tardy and late. The procedure for late arrivals as detailed below is followed.

For grades 6-12; A student who *arrives in class within the first five (5) minutes* of the beginning of the period is considered tardy.

3. **Late:**

For grades K-5; Students who are *signed in within one hour of the start of school* are considered late (9:50 a.m. or earlier).

For grades 6-12; A student is considered late when the student arrives *between six (6) to*

*ten (10) minutes after the start of the class or if a student leaves class early without permission.*

4. Early dismissal:

For grades K-5; Students who are *signed out of school with one hour or less of the school day remaining (2:39 p.m. or later).*

**B. Explained and Unexplained Absences:**

Absences for reasons not expressly identified as “explained absences” are considered to be “unexplained absences,” subject to make-up time limitations as set forth in Item C below. The skipping of classes or any part of the school day is considered an unexcused absence (disciplinary action will follow). *The following absences are considered to be “explained” for the purposes of this policy (The school district reserves the right to require corroborative evidence when deemed necessary for any of the reasons stated below):*

1. *Illness or hospitalization or quarantine mandated by health authorities;* verified by a written parental/guardian excuse. [Note: Illness which occurs during the school day and results in an absence from one or more class periods must be verified by the appropriate building administrator].
2. *Serious illness or emergency in the immediate family;* verified by a written parental/guardian excuse.
3. *Attendance at a funeral or death in the family;* verified by a written parental/guardian excuse.
4. *Pre-arranged school related absences (including college visitations):* These absences are both explained and excused provided the attendance office is contacted for prior approval. Students must make necessary arrangements for make-up work with the teacher.
5. *Family vacations* may be explained but are discouraged; verified by a written parental/guardian excuse. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student’s teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.
6. *Religious instruction and/or obligations (arranged in advance);* verified by a written parental/guardian excuse.
7. *Professional appointments which cannot be made after school (e.g., medical (doctor, dentist) and/or legal (court) appointments);* verified by a written parental/guardian excuse.
8. *School-related activities.*
9. *School-imposed suspensions.*
10. If a student is absent from school for up to one (1) full school day because his or her parent, legal guardian, or sibling is *a service member being deployed on or returning from active duty;* verified by a written parental/guardian excuse.

11. If a student is absent from school for up to two (2) full school days if the *location of the deployment or return is more than 300 miles from the pupil's home*; verified by a written parental/guardian excuse.

C. **Makeup work:** Students who are absent will be expected to secure missed work from the teacher. School assignments and or test/quizzes should be made up in a period of time that is reasonable given the circumstances and duration of the absence. While every effort will be made to provide students who are absent work that will or has been missed, the educational program is dynamic and changing. As such, some laboratory work, presentations, displays and/or other classroom activities may not have an option for makeup. In those instances, students will be provided alternative assignments. Grades will be withheld until the makeup work is turned in.

For grades 9-12; *Students who have exceeded five (5) absences per class (explained, unexplained, late, explained late, or tardy), may lose credit for the semester, except in the case of illness or quarantine mandated by health authorities.* The student will need to make up the work and time to ensure credit is earned. A student's high school transcript shall include the number of school days the student attended school each school year during high school and the total number of school days in session for each of those school years.

For remote learning, students must be engaged in weekly two-way interaction as required by the teacher, and complete the learning activities for the semester as required by the teacher in order to earn credit.

In the event of a school disruption, the attendance policy for grades 9-12 regarding semester credit may be re-evaluated.

D. **Tier 2 Interventions:** Students who have excessive absences (explained, unexplained, late, explained late, or tardy) will receive interventions such as: monitoring, mentoring, and support for student well-being to improve attendance and engagement in learning.

E. **Guidelines for truancy reporting:** As a last resort, when a student is absent, and disengaged from learning, the school requires a satisfactory explanation from the parent/guardian for each absence. The school may require a physician's or health authority's verification of illness or quarantine when it is deemed necessary to confirm the reason for repeated or prolonged absences. Where the school believes that a student's absence or tardiness should be investigated, the principal or designee will first contact the parent/guardian either by telephone or by first class mail. Following that contact, the principal/designee may refer the student and family to the county attendance officer for any of the following violations:

1. The student is not properly enrolled in school;
2. The student is absent or tardy on one to two days per week in any given quarter;
3. The student has accumulated five (5) unexplained absences in one semester;
4. The student is absent ten (10) days without notification;
5. There is doubt about the reasonableness or truthfulness of excuses for the student's absence.

## **F. Parent/Guardian Notice of Student Absence:**

For grades K-5; Calls are made daily if a student is absent and a parent has not called in and/or provided notification of the student's absence. A letter will be sent via first class mail upon the student's 5<sup>th</sup> day of absence with no explanation.

For grades 6-12; Daily notice of student absence/tardiness that is not excused or explained via electronic communication systems.

Any questions regarding the attendance policy or its interpretation should be brought to the attention of the building administrator.

Cross-reference:

[MCL 380.1147](#), [380.1284](#), [380.1284b](#), [380.1561-380.1599](#), and [MCL 388.1701](#).

[Policy 5200 Attendance](#) and [Guideline 5200 Attendance](#)

[Policy 5223 Absences for Religious Instruction](#)

[Policy 5230 & Guideline Late Arrival and Early Dismissal](#)

## **ACCOMMODATING STUDENTS WITH SPECIAL DIETARY NEEDS (FOOD ALLERGIES)**

The District believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities. In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population. Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when the need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the student with this disability.

The licensed physician's statement shall specifically describe:

- A. The nature of the student's disability;
- B. The reason the disability prevents the student from eating the regular school meals;
- C. Foods to be omitted from the student's diet;
- D. The specific diet prescription along with the substitution(s) needed.

The District, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

The District recognizes that students with documented life-threatening food allergies are considered disabled and are covered by The Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. A clearly-defined "504 Accommodation Plan" shall be developed and implemented for all such identified students in which necessary accommodations are made to ensure full participation of identified students in student activities. Such plans shall be signed by the appropriate staff, the parent/guardian of the student and the student's physician.

The District has put in place the following administrative guidelines for the care of food-allergic students.

- A. Each school shall establish a method of transmitting relevant information to all supervising persons of an identified student. It is incumbent upon the school to notify any person who may be supervising an identified student with food allergies, especially those which may be life threatening, such as peanut allergies.
- B. The primary concern of the school is the prevention and appropriate treatment of potentially severe allergic reactions, anaphylaxis.
- C. Parents/guardians with severely allergic children should work with the school to develop an individualized action plan.
- D. Permit parents/guardians to review/preview menus in order to select safe foods their child(ren) may eat.

Cross-reference:

[Policy 5331 \*Students with Special Health Care Needs\* and Guideline 5331 \*Students with Special Health Care Needs\* Section 504 of the Rehabilitation Act of 1973, 29 USC 794](#)

### **ACCOMMODATING PERSONS WITH DISABILITIES**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the building principal. Notification of the need for an accommodation including what special assistance or services are required, should occur as far in advance as possible of the school-sponsored function, program or meeting.

Cross-reference:

[Policy 2260.01 \*Section 504/ADA Prohibition Against Discrimination Based on Disability\* Guideline 2260.01B \*Section 504/ADA Complaint and Due Process Procedures\* Policy 2460 \*Special Education\* Policy 2460.02 \*Least Restrictive Environment Position Statement\*](#)

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

Cross-reference:

[Policy 5722 \*School-Sponsored Publications and Productions\* Policy 9700.01 \*Advertising and Commercial Activities\*](#)

### **AGE OF MAJORITY**

Although 18-year-old students are recognized as adults under the Michigan Age of Majority Act (MAMA), school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- A. Have the same privilege as their parents/guardians as it relates to access or control of their student records;

- B. Represent themselves during disciplinary conferences and be the addressee for their grade reports;
- C. Sign themselves in and out of school and may verify their own absences.  
*Note:* All attendance standards continue to apply;
- D. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

Cross-reference:

[MCL 722.52 Age of Majority Act of 1971](#)  
[Policy 5780 Student/Parent Rights](#)

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except as provided in Administrative Guidelines 8390 and, 9150A and Policy 8390. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, (b) students will not be exposed to a dangerous animal or an unhealthy environment and (c) the Superintendent is made aware of the principal's plan to waive this rule *before* the animal is on school grounds.

Cross-reference:

[Policy 8390 Animals on District Property and Guideline 8390 Use of Service Animals](#)  
[Guideline 9150A Pets on School Property](#)

### **ATTENDANCE AT DANCES (ON SITE OR OFF SITE)**

Attendance at school-sponsored dances is a privilege. Formal dances require additional protocols that will be provided to students, in writing, prior to ticket sales. Students must be in good standing which may include academic, attendance, behavior and fees in order to purchase tickets.

Guests to Howell students at dances must adhere to the following:

- A. Attend high school (9<sup>th</sup> – 12<sup>th</sup>) or are less than 20 years of age.
- B. Arrive at the dance with the Howell student who acquired the guest pass.
- C. Present current student ID or other picture ID for admittance to the dance.
- D. Agree to follow the Student Discipline Code.
- E. Must have a guest pass filled out and turned in to Howell High School in advance of the dance.

Students and guests will be removed from the dance if inappropriate behavior is demonstrated, and may be subjected to further disciplinary action, including police involvement.

In the interest of student safety and of effective administration and supervision of large dances and gatherings of students, Howell Public Schools requires that such dances (e.g., Homecoming, Junior and/or Senior Prom) take place within Livingston County venues. High school principals and their supervisors MUST approve of the site, including school district properties, prior to the scheduling of the event.

Students and their parents/guardians are reminded that such events are defined as drug-free and alcohol-free. At such events, students should expect close observation by school employees and chaperones; if students are believed to be under the influence of illicit drugs or alcohol they may be denied access to such events, subject to PBT tests and/or referred to their parents for transportation home. The District may refer those students in violation of civil laws to law-enforcement officials.

All school rules, including the Student Discipline Code and dress code are in effect during school-sponsored dances. Students who violate the Student Discipline Code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the Student Discipline Code.

Students attending such events will be expected to enter within one (1) hour of the start time. Students who leave any Howell Public School dance do so with the knowledge that they will NOT be readmitted.

Howell Public Schools reserves the right to supplement event-supervision with on-duty and off-duty law enforcement and security officials.

Cross-reference:

[Policy 5530 Drug Prevention and Guideline 5530 Drug Prevention](#)

[Policy 5850 Student Social Events and Guideline 5850 Student Social Events](#)

[Policy 5855 Student Attendance at School Events](#)

[Policy 9160 Public Attendance at School Events and Guideline 9160 Public Attendance at School Events](#)

### **ATTENDANCE IN SCHOOL**

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public school to children or corresponding age and grade.
2. The child is less than 9 years of age and does not reside within 2 ½ miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subsection does not apply.
3. The child is age 12 or age 13 and attends confirmation classes for a period of 5 months or less.
4. The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/guardian.
5. The child has graduated from high school and has fulfilled all requirements for high school graduation.

6. The child is being educated in the child's home by his or her parent/guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing and English grammar.

Achievement in school connects directly to being in school. Further, regular school attendance establishes an important foundational habit for success in employment and other lifetime pursuits. Attendance in school is a prerequisite to success just as it is in the world of work. Regular attendance instills and reflects self-discipline and enhances the educational process by providing experiences for students to interact with teachers and fellow students in multiple subject and experiential areas. Regular attendance enables students to hear, participate in and react to classroom experiences. Regular attendance, participation in classroom activities and positive social interaction with contemporaries are proper educational habits that bear on a student's academic achievement. Teachers hold the legal attendance record.

Cross-reference:

[MCL 380.1147](#)

[MCL 380.1561](#)

[Policy 5200 Attendance and Guideline 5200 Attendance](#)

[Policy 5223 Absences for Religious Instruction](#)

[Policy 5230 Late Arrival and Early Dismissal and Guideline 5230 Early Dismissal](#)

### **ATTENDANCE AT SCHOOL EVENTS**

Attendance at school-sponsored events is a privilege. The District encourages students to attend as many school events held after school as possible, without interfering with their academic work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Student Discipline Code at school events, regardless of the location.

Students must attend a minimum of one-half of the school day in order to be eligible to participate in after school events including athletics. Exceptions may be made: (1) for a medical absence pre-arranged with administration, or (2) for a death in the student's family. A student who has one or more unexcused absences or who has been suspended from school may be suspended from participation in school events by administration.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the administration.

Cross-reference:

[Policy 5850 Social Events and Guideline 5850 Student Social Events](#)

[Policy 9160 Public Attendance at School Events and Guideline 9160 Public Attendance at School Events](#)

## BULLYING

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary action, up to and including, suspension and expulsion. Parents/guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences. Further information regarding bullying including cyberbullying is detailed in Section V – Student Code of Conduct of this handbook.

Complaint coordinators for the District are the Assistant Superintendent of Labor Relations and Personnel (517) 548-6241 or the Superintendent (517) 548-6234.

Cross-reference:

[MCL 380.1300a](#); [380.1310b \(Matt Epling Safe School Law\)](#)  
[Policy 5517 Anti-Harassment](#) and [Guideline 5517 Anti-Harassment](#)  
[Policy 5516 Student Hazing](#)  
[Policy 5517.01 Bullying and Other Aggressive Behavior Towards Students](#)

## COMPLAINTS (GENERAL)

Students or parents/guardians who believe there is cause to complain about the action of a teacher, administrator or another student may do so by following these steps:

- A. Discuss your concern directly with the individual about whom you have a complaint. Many problems are solved in this way every day.
- B. If discussion is not possible or does not resolve the problem, the student or parent/guardian may file a written complaint with the building principal or the immediate supervisor of the individual about whom the complaint is filed. A discussion must take place including the student, the supervisor and the person complained against.
- C. If the problem cannot be resolved in the discussion described above, the complaint may be advanced to the principal's supervisor. Only in the event that the matter remains unresolved at that point may the appeal be advanced to the Superintendent, whose decision shall be final.

**Note:** Every attempt will be made to ensure that persons involved in a complaint are protected from harassment, ridicule or retaliation.

Cross-reference:

[Policy 5517 Anti-Harassment](#) and [Guideline 5517 Anti-Harassment](#)

## COMPLAINTS (TITLE II, VI, VII, IX, SECTION 504)

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs"):

Liza M. Kelly, J.D., PHR  
*Assistant Superintendent of Labor Relations & Personnel*  
411 N. Highlander Way, Suite B  
Howell, MI 48843  
(517) 548-6241  
[kellyl@howellschools.com](mailto:kellyl@howellschools.com)

Erin J. MacGregor, Ed.S.  
*Superintendent*  
411 N. Highlander Way, Suite A  
Howell, MI 48843  
(517) 548-6234  
[macgrege@howellschools.com](mailto:macgrege@howellschools.com)

The titles and contact information of these individuals shall be published annually on the School District's website.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's offices.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, a Compliance Officer will begin an investigation in accordance with Board policy. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officers within two (2) school days of learning of the incident.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a student with a disability who is twenty-six (26) years of age or younger or a student under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

## **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Cross-reference:

[Policy 5517 Anti-Harassment and Guideline 5517 Anti-Harassment](#)

[Guideline 2260 Nondiscrimination and Access to Equal Educational Opportunity](#)

[Policy 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability](#)

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the District's computer network and the Internet, he/she and his/her parents/guardians must sign an agreement, which defines the conditions under which the student may participate. The failure of any user to follow these rules will result in the loss of privileges, disciplinary actions and/or appropriate legal action. Copies of the School District's "*Student Network and Internet Acceptable Use and Safety Policy*" and the requisite student and parent agreement will be distributed at school orientation and/or the beginning of the school year. Information regarding this is available online at the District's website under the Parent Tab – 1:1 Device Program and at: <https://sites.google.com/howellschools.com/1to1>

### **Student Network and Internet Acceptable Use and Safety**

**Acceptable Use** - Students are encouraged to use the District's computers/network and Internet connection for acceptable purposes. Acceptable uses must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Discipline Code, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the "*Student Network and Internet Acceptable Use and Safety Agreement*". Parent/guardian permission is required for minors. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His/her decision is final.

Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses include:

- A. Allowing others to utilize their passwords and/or not taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.

- B. Using another user's account or password;
- C. Intentionally seeking information on, obtaining copies of, or modifying files, data or passwords belonging to other users, or misrepresenting other users on the network. Students may not intentionally disable any security features of the network.
- D. Hacking or gaining unauthorized access to files, resources, or entities;
- E. Using the network for private financial or commercial gain;
- F. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, threatening, obscene, disruptive, sexually explicit, sexually oriented material or any material that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e., "sexting") in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law;
- G. Using the network to engage in cyberbullying. "Cyberbullying" is defined as the use of information and communication technologies (such as email, cell phone and pager, text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites); to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. Cyberbullying includes, but is not limited to, the following:
  - a. Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
  - b. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
  - c. Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
  - d. Posting misleading or fake photographs of students on websites;
- H. Using the network while access privileges are suspended or revoked;
- I. Posting material authored or created by another without his/her consent;
- J. Posting anonymous messages;
- K. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or Federal law;
- L. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- M. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

- N. Use of the Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the District's computers/network (e.g., viruses) are also prohibited.
- O. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the network in such a way that would disrupt its use by others.

**“Vandalism”** is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creating computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the District's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher and/or building principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).

- P. All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

**Copyright law and board policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.**

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
  - b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- P. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to a flash drive. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the network with a virus and causes damage, the student will be liable for any and all repair costs to make the network once again fully operational.

- Q. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher. All such authorized communications must comply with these guidelines.
- R. Privacy in communication over the Internet and the network is not guaranteed. To ensure compliance with these guidelines, the District reserves the rights to monitor, review, and inspect any directories, files and/or messages residing on or sent using the District's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Users have no right or expectation to privacy when using the network. The District reserves the right to access and inspect any facet of the network, including but not limited to, computers, devices, networks or Internet connections, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's use of the network constitutes his/her waiver of any right to privacy in anything he/she creates, stores, sends, transmits, uploads, downloads or receives on or through the network and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

- S. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "*Student Network and Internet Acceptable Use and Safety Agreement*."
- T. Proprietary rights in the design of web sites hosted on the District's servers remains at all times with the District.

**Use of E-mail** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides e-mail to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's internet domain. The domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and the reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file

attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- e. Users of the District's email system consent to these regulations.

**No Warranties** – The District makes no warranties of any kind, whether express or implies, for the service it is providing. Use of the Internet and any information procured from the Internet is at the student's own risk. The District is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions. The District is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

**Indemnification** – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Network Etiquette** – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the District's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
- b. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
- c. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
- d. Never agree to get together with someone you "meet" online without prior parent approval.
- e. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Check email frequently and delete e-mail promptly from the personal e-mail directory to avoid excessive use of the electronic mail disk space.
- g. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains sexually explicit content (e.g., pornography). Students should not delete such messages until instructed to do so by a staff member.
- h. Do not use the network in any way that would disrupt its use by other users.
- i. Consider all communication and information accessible via the network to be private property.

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting, harassment or cyberbullying, should bring it to the attention of the school administration immediately.

Cross-reference:

[Policy 5136 Personal Electronic Devices](#)

[Policy 7540 Technology and Guideline 7540 Computer Technology and Networks](#)

[Policy 7540.01 Technology Privacy](#)

[Policy 7540.02 District Web Page](#)

[Policy 7540.03 Student Technology Acceptable Use and Safety](#)

[Guideline 7540.03 Student Education Technology Acceptable Use and Safety](#)

[Policy 7540.04 Staff Technology Acceptable Use and Safety and Guideline 7540.04 Staff Education Technology Acceptable Use and Safety](#)

[Policy 7545 Electronic Communications](#)

## **CONTROL OF COMMUNICABLE DISEASES AND PESTS**

Due to the high concentrations of people in schools, it is necessary to take specific measures when the health or safety of the group is at risk. The school will observe recommendations of the Michigan Department of Health and Human Services, the Livingston County Health Department and the Centers for Disease Control (CDC) regarding communicable diseases.

- A. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
- B. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification to the parent/guardian.
- C. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
- D. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **Head Lice**

The school will observe the following protocols regarding head lice.

- A. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
- B. Infested students will be sent home following notification to the parent/guardian.
- C. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

- D. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school secretary or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials they are free of head lice. Students are not permitted to ride the bus to school to be checked for head lice.

Cross-reference:

[Policy 8450 Control of Casual-Contact Communicable Diseases and Guideline 8450](#)

[Guideline 8450a Pediculosis \(Head Lice\)](#)

[Links to Information on Head Lice from Michigan.gov](#)

[Policy 8453 Direct-Contact Communicable Diseases and Guideline 8453 Exposure Control Plan for Handling and Disposing of Bodily Fluids](#)

[Policy 8453.01 Control of Blood-Borne Pathogens](#)

## **CORPORAL PUNISHMENT**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.

Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.

A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

Cross-reference:

[Policy 5630 Corporal Punishment](#)

[Guideline 5630A Alternatives to Corporal Punishment](#)

## **COUNSELING**

The school provides a counseling program for students. The school's counselors are available to those students who require additional assistance. Students are encouraged to sign up to visit school counselors when they experience academic, behavioral, social or family difficulties.

The counseling program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are also encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school students have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Cross-reference:

[Policy 2411 Guidance and Counseling](#)

## DIABETES MANAGEMENT IN THE SCHOOL SETTING

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Medical Management Plan (DMMP) and/or a Section 504 Accommodation Plan (504 Plan) should be coordinated with the building principal. Parents/Guardians are responsible for and should:

- A. Inform the school in a timely manner that a DMMP and/or 504 Plan needs to be created and implemented for their child(ren).
- B. Inform the school in a timely manner of *any change* which needs to be made to the current DMMP and/or 504 Plan on file with the school for their child(ren).
- C. Provide medical documentation to support the DMMP and/or 504 Plan. For students requiring insulin based upon fluctuating blood glucose levels, documentation from a medical professional in the form of a “sliding scale” which states the amount of insulin to be given based upon a range of blood glucose levels must be provided. Staff will not administer medication based upon verbal direction from parents.
- D. Sign the DMMP and/or 504 Plan.
- E. Grant written consent to authorize designated District representatives to communicate directly with the health care provider whose instructions are included in the DMMP and/or 504 Plan.
- F. Parents/Guardians should provide an emergency supply kit for use in the event of natural disasters or emergencies when students need to stay in school. This kit should contain enough supplies for at least 72 hours to carry out the medical orders in the DMMP. Parents are responsible for restocking any used items and ensuring the items with expiration dates are up to date. The kit should include:
  - Blood glucose meter, testing strips, lancets, and batteries for the meter.
  - Urine and/or blood ketone test strips and meter
  - Insulin, syringes, and/or insulin pens and supplies
  - Insulin pump and supplies, including syringes, pens and insulin in case of pump failure (depending if the student uses a pump)
  - Other medications, if needed
  - Antiseptic wipes or wet wipes
  - Quick-acting source of glucose
  - Water
  - Carbohydrate-containing snacks with protein
  - Hypoglycemia treatment supplies (enough for three episodes): quick-acting glucose and carbohydrate snacks with protein
  - Glucagon emergency kit

For further information regarding Section 504 Accommodation Plans for students with disabilities, please refer to the section of this Handbook entitled “Accommodating Persons with Disabilities.”

Cross-reference:

[Section 504 of the Rehabilitation Act of 1973](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Americans with Disabilities Act of 1990 \(ADA\)](#)

[Americans with Disabilities Act Amendment Act \(ADAAA\)](#)

[Individuals with Disabilities Education Act \(IDEA\)](#)

[Policy 5330 Use of Medications](#) and [Guideline 5330 Use of Medications](#)

[Guideline 5330A Emergency Medication](#)

[Policy 5331 Students with Special Health Care Needs](#) and [Guideline 5331 Students with Special Health Care Needs](#)

## **DRESS CODE**

The intent of the District in enacting a dress code is to promote a good academic environment, maintain discipline, and prevent disruption of the educational process. While the District recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any hairstyle or apparel that is disruptive, distracting, unsanitary or unsafe is prohibited. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities.

Students shall not wear clothing or accessories which interfere with the operation of the school or which impinge upon the general health, safety and welfare of other students and school employees. While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, and/or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

When dressing for school, students should consider the following questions:

- Is my clothing revealing or distracting?
  - Does my clothing advertise a product or service prohibited to minors?
  - Do my clothing, jewelry, makeup, buttons, etc. contain messages that are inflammatory, obscene, profane, offensive, drug-related, or gang-related?
  - Is there anything about my clothing that would be offensive to others at school?
  - Would I interview for a job in this outfit?
  - Am I dressed appropriately for the weather and today's activities?
- A. Students are prohibited from wearing distracting clothes that are disruptive to the educational setting. Examples of such clothing include, but are not limited to:
1. Sheer or other "see-through" clothing or undergarments;
  2. Clothing which exposes the midriff;
  3. The length of shorts and/or skirts must be appropriate for the school environment. A skirt or bottom garment will be of acceptable length if it touches or is below the top of the palm of the hand at the base of the fingers when the student stands upright and places arms and hands straight down at his/her side; and
  4. Garments that provoke or distract students or school employees.

Students may wear athletic team-wear on game days, provided the uniform meets the terms of the dress code.

- B. Appropriate footwear must be worn at all times. For health and safety reasons, students in Grades K-5 are required to wear appropriate shoes or soled footwear. "Heelies" or shoes with built in wheels are not allowed at school. If a student wears "heelies" to school, the wheels will be removed and held for the parent/guardian to pick up, or the parent will be called to bring an alternate pair of shoes.

- C. Clothing, patches, or buttons displaying profane, provocative, vulgar, or obscene suggestions are prohibited, including but not limited to, descriptions or representations of sexual acts, excretory functions, or nudity; and swear words, expletives, or offensive language or symbols. Symbols, images or messages that are intimidating or threatening based upon religion, race, or ethnicity or any other speech or display which has or is reasonably expected to cause a substantial disruption, may be prohibited on school grounds.
- D. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, tobacco, violent behavior, or other inappropriate images.
- E. Hair or apparel that substantially interferes with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will be not permitted. Hair, apparel and chains that constitute a threat to health or safety are prohibited.
- F. Clothing (including ripped and torn clothing) that is showing undergarments may not be worn at school.
- G. Outerwear (e.g., coats, jackets) must be placed in student's lockers and are not permitted in the classroom unless approved by the building principal in the event of a heating problem.

### **DRESS CODE AT DANCES**

Formal dances may occur throughout the school year. The expectation for clothing includes the following:

- Dress length must touch or is below the longest tip of the finger when the student stands upright and places arms and hands straight down at their sides, including while dancing.
- Extremely low-cut dresses (front and/or back) are not permitted.
- No two-piece gowns or pants/tops wherein the midriff is showing.
- Sheer and/or "see-through" gowns are not permitted.
- Shirts must stay on and buttoned. Shirt buttons may not be undone below the chest line.

Cross-reference:

[Policy 5511 Dress and Grooming](#)

[Guideline 8800B Religious Expression in the District](#)

### **DRIVERS' EDUCATION**

Drivers' Education programming and/or vendor information is not provided by the District. While local companies do provide drivers' education courses, the District is not affiliated with and does not endorse any specific company for this service.

Cross-reference:

[Policy 5514.01 Student Use of Motor Vehicles](#)

[Guideline 5514 Use of Motor Vehicles](#)

## **DRUG FREE ZONE**

The District is a "Drug Free" zone that extends 1,000 feet from the boundary of any school property. Because the possession or use of alcohol, tobacco and other drugs by students is a deterrent to learning, disruptive to every aspect of school life and detrimental to the health and safety of the students, the District is committed to providing a safe school environment that is free of alcohol, tobacco, and other drugs, which eliminate disruptions to the learning environment and health/safety risks caused by substance abuse behaviors.

Cross-reference:

[MCL 380.1318](#)

[Policy 5530 Drug Prevention and Guideline 5530 Drug Prevention](#)

[Policy 5532 Performance Enhancing Drugs/Compounds](#)

[Policy 5771 Search and Seizure](#)

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or a person whose signature is on file in the school office, or listed on the student's emergency card, or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s)/guardian(s) without written permission signed by the custodial parent(s)/guardian(s). Students may be released to a sibling who is at least 16 years of age, if the parent/guardian has provided a written request for each date and time of release. For additional information, please refer to the Attendance section of this manual.

Cross-reference:

[Policy 5230 Late Arrival and Early Dismissal and Guideline 5230 Late Arrival and Early Dismissal](#)

## **EDUCATION OF PERSONS WITH DISABILITIES**

It is the intent of the District to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services. The District provides a free appropriate public education ("FAPE") in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by federal law via the IDEA and other state laws. Contact the building principal to inquire about evaluation procedures and programs.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between the ages of 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1<sup>st</sup> is a "student with a disability" and is entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- A. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- B. Has a record of such an impairment; or

C. Is regarded as having such an impairment.

A copy of the publication “*Explanation of Procedural Safeguards Available to Parents of Students with Disabilities*” may be obtained from the school district office.

Cross-reference:

[Section 504 of the Rehabilitation Act of 1973](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Americans with Disabilities Act of 1990 \(ADA\)](#)

[Americans with Disabilities Act Amendment Act \(ADAAA\)](#)

[Individuals with Disabilities Education Act \(IDEA\)](#)

[Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity and Guideline 2260](#)

[Guideline 2260d Notice of Nondiscrimination](#)

[Policy 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability](#)

[Guideline 2260.01A Section 504/ADA Prohibition Against Discrimination Based on Disability, Including Procedures for Identification, Evaluation and Placement of Students Suspected of Having a Disability and the Right to FAPE](#)

[Guideline 2260.01B Section 504/ADA Parents' Procedural Rights, Including Due Process Hearing](#)

[Policy 2460 Special Education](#)

[Policy 2460.02 Least Restrictive Environment Position Statement](#)

### **EMERGENCY MEDICAL AUTHORIZATION**

The “*Emergency Medical Authorization*” form is provided at the time of enrollment and at the beginning of each year. The student’s parent/guardian should complete the District’s form to indicate their preference of hospital, doctor and/or dentist for emergency treatment. However, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an Emergency Medical Technician (“EMT”) or other first responder.

The Board has established a policy that every student must have an “*Emergency Medical Authorization*” form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, athletic and other extracurricular activities, and co-curricular activities.

Failure to return the completed form to the school will jeopardize a student's educational program.

Cross-reference:

[Policy 5341 Emergency Medical Authorization](#)

[Policy 5340 Student Accidents](#)

[Guideline 5340A Student Accident/Illness/Concussion](#)

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the District will notify local media. School closings will be announced on the following radio and TV stations:

Radio Stations

WJR (Detroit)  
WHMI (Howell)

AM

760

FM

96.3

93.5

TV Stations

Channel 2 WJBK  
Channel 4 WDIV  
Channel 6 WLNS

Closings will also be posted on the District's website and social media. In the case of school closings, all buildings will be completely shut down and all school activities canceled, including Howell Aquatic Center, Kids Kare and Little Highlander's. Notification will also be made via the District's automated telephone and email systems. It is the responsibility of the parent/guardian and student to ensure that the telephone number and email address information supplied to the District is correct. Parents/guardians and students are responsible for knowing about emergency closings and delays.

Cross-reference:

[Policy 8220 School Day](#)

[Guidelines 8220 School Day](#)

### **EMERGENCY SITUATIONS AND SAFETY DRILL PROCEDURES (EVACUATIONS, FIRE, TORNADOES, LOCK-DOWN, UNUSUAL)**

The District complies with all safety laws and will conduct drills in accordance with State law. Safety drills will occur at times established by the school board. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Students are required to be silent and comply with the directives of school officials during emergency drills.

Each school shall conduct a minimum of the following drills each school year:

- Five (5) fire drills,
- Two (2) tornado drills (during tornado season) AND
- Three (3) lock-down drills wherein the building is secured and students are restricted to the interior of the school building.

Drills will not be preceded by a warning to the students. There may be other drills at the discretion of administration.

In the event of a crisis situation, such as a tornado, parents/guardians will be notified via area radio/TV stations of the emergency situation. Parents are NOT to come to school to pick up their child.

School is one of the safest places that students may be located during most crises or natural disasters. Students will be kept at school until the crisis is determined to be over.

Parents/guardians are NOT to call the school, as the telephone lines available will be needed for emergency use. Telephones may not be answered as school personnel will be under cover in life threatening situations.

In life threatening situations (i.e., take-cover situations), all school personnel will take cover for their own personal safety. These personnel will not be responsible for assisting parents/guardians in locating their children in such a crisis situation. Parents/guardians should listen to WHMI radio (93.5 FM) for information.

Cross-reference:

[MCL 29.19](#)

[Policy 8420 Emergency Situations at School](#) and [Guideline 8420 Emergency Situations at School](#)

## ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent/legal guardian resides unless enrolling elsewhere under the Schools of Choice program. If enrolling under the Schools of Choice program, enrollment must occur during the District designated Schools of Choice enrollment windows occurring at the start of each semester.

New students under the age of eighteen (18) must be enrolled by their parent/legal guardian. When enrolling, parents/guardians must provide copies of the following:

- A. A birth certificate or similar document;
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. Proof of residency; and
- D. Proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents/guardians will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, follow reinstatement procedures.

### Residency Requirements

The Howell Public Schools Board of Education allows nonresident students, residing within the Livingston Educational Service Agency (LESA), but whose parent(s)/guardian(s) does not reside in the District, and who qualify to enroll in the District through a Schools of Choice program to enroll during the forthcoming school year. The Board also allows nonresident students residing in intermediate school districts contiguous to the LESA to enroll in the District through a Schools of Choice program to enroll during the forthcoming year, provided they qualify.

Non-resident students may enroll in the Howell Public Schools outside of the Schools of Choice windows only under limited circumstances.

Under Michigan Law, a child is considered to be a District resident if the child is placed by a court of law or a licensing agency in a licensed home in the school district. Likewise, a child will be considered a legal resident for attendance purposes when actually residing in the home of a relative for purposes of securing a suitable home for the child and not for an educational purpose. Reporting an address where babysitting or partial care is provided is unacceptable for residency purposes.

In cases of divorce or separation, where a child's parents live in different school districts, the child may legally attend school in either school district. If the child lives with neither parent, then the child may attend school in the district where his/her legal guardian resides.

Cross-reference:

[MCL 380.951-380.956, 380.1147, 380.1148a, 380.1401-380.1416, 380.1561, 388.1603, 388.1606, 388.1705, 388.1707, and 388.1763a](#)

[Policy 5111 Eligibility and Release of Resident/Nonresident Students and Guideline 5111 Admission to the District](#)

[Policy 5111.01 Homeless Students and Guideline 5111.01 Homeless Students](#)

[Guideline 5112A Admission to Kindergarten](#)

[Policy 5113 Schools of Choice Program \(Inter-District\)](#)

[Policy 5113.01 Schools of Choice \(Intra-District\)](#)

[Policy 5113.02 Schools of Choice Options Provided by the No Child Left Behind Act](#)

[Guideline 5113.02 Schools of Choice Options Provided by the No Child Left Behind Act](#)

[Policy 5463 Student Transfer from Non Accredited Schools and Guideline 5463 Student Transfer from Non Accredited Schools](#)

### **EPINEPHRINE AUTO-INJECTORS (EPI-PENS)**

The District has acquired and will maintain two functioning epinephrine auto-injectors (epi-pens) for and at each school building in operation. Multiple employees at each building have been trained by a registered nurse in the proper administration of an epi-pen injection to any individual on school ground who is believed to be having an anaphylactic reaction, or to any student who has a prescription on file at the school. The District will notify the parent(s) of any student to whom the District administers an epi-pen injection on school grounds or at a school-related activity.

Additional information regarding the use of personal epi-pens by students is detailed in this handbook under Medications.

Cross-reference:

[MCL 380.1178; 380.1179; 380.1179a](#)

[Policy 5330 Use of Medications and Guideline 5330 Use of Medications](#)

[Guideline 5330A Emergency Medication](#)

[Policy 5330.01 Epinephrine Auto-Injectors](#)

### **EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, disability, age, religious beliefs, status as homeless, actual or potential marital or parental status including pregnancy in its educational and extracurricular opportunities. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or denied equal access to education and extracurricular programs and activities.

The following persons have been designated to handle inquiries regarding the District's nondiscrimination policies and serve as the District's Title IX Coordinators and Compliance Officers for matters involving alleged discrimination:

Liza M. Kelly, J.D., PHR  
*Assistant Superintendent of Labor Relations and Personnel*  
*Howell Public Schools*  
*411 N. Highlander Way, Suite B*  
*Howell, Michigan 48843*  
*(517) 548-6241*

Erin J. MacGregor, Ed.S.  
*Superintendent*  
*Howell Public Schools*  
*411 N. Highlander Way, Suite A*  
*Howell, Michigan 48843*  
*(517) 548-6234*

The District's complaint procedure may be obtained from the Office of the Superintendent.

For further information, you may also contact:

*Office for Civil Rights*  
*U.S. Department of Education*  
*1350 Euclid Avenue, Suite 325*  
*Cleveland, Ohio 44115*  
*Telephone: (216) 522-4970*  
*Fax: (216) 522-2573*  
*TDD: (216) 522-4944/(877) 521-2172*  
*E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov)*

Information regarding how to file a complaint electronically if available at:

<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Cross-reference:

[Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity](#)  
[Guideline 2260 Nondiscrimination and Access to Equal Educational Opportunity](#)  
[Title VI and VII of the Civil Rights Act of 1964, 42 USC 2000d et seq.](#)  
[Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.](#)  
[Section 504 of the Rehabilitation Act of 1973 29 USC 794](#)  
[The Americans with Disabilities Act of 1990, 42 USC 12101 et seq.](#)  
[Michigan Handicappers' Civil Rights Act, MCL 37.1101 et seq.](#)  
[The Elliott-Larsen Civil Rights Act, MCL 37.2101 et seq.](#)

### **EVERY STUDENT SUCCEEDS ACT (ESSA)**

The Every Student Succeeds Act (ESSA), was signed into law by President Obama in 2015. The previous version of the law, No Child Left Behind Act (NCLB) was enacted in 2002 as a reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA).

NCLB established the requirement for all teachers of core academic subject areas to be "highly qualified" (HQ). While ESSA removed references to HQ status, the Board of Education of the State of Michigan is continuing the requirement and definition of highly qualified teachers from 2007 and has stated this will remain in effect until further notice.

## EXPECTATIONS OF PARENTS/GUARDIANS

- A. Be familiar with the published school calendar, noting specifically which days school is in session and which days it is not.
- B. Notify the school (via a call to the Attendance Office) the day before or the day of a student absence.
- C. Speak regularly with your child about his/her school attendance, absence, and tardiness. Attend parent-teacher conferences in fall and spring.
- D. Monitor your child's school performance in each class. Converse regularly with your child and as needed with his/her counselor and/or individual subject-area teachers.
- E. Make sure your child schedules enough time for proper rest each evening, but especially on those evenings prior to school days.
- F. Establish a rising time each morning school is in session that allows your students to eat, to prepare for school, to travel, and to arrive safely and on time at school.
- G. Familiarize him/herself with the Howell Public Schools Student/Parent Handbook.
- H. Attend and participate in meetings with counselors and administrators when educational placement of his/her student is in question due to excessive absence or tardiness.
- I. Request homework for your child if he/she is suspended from school or is on a long-term leave.

## EXPECTATIONS OF STUDENTS

- A. *Attend school daily* - Howell Public Schools believes it can best educate students who attend class regularly. All students in Michigan are required by law to attend school.
- B. *Be on time for school and classes* - Punctuality is a habit to be developed for success in and out of school. Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study.
- C. *Follow school rules* - Every "community" depends upon the willingness of its "citizens" to play a part in upholding the rules by which they live and learn. Rules are designed to allow a school to meet its obligation to educate students. Protect your rights by respecting the rights of others.
- D. *Complete all schoolwork* - Homework may be assigned. All classwork and homework are to be completed and turned in to the teacher on time.
- E. *Respect public property* - Carefully use and return all books, materials and equipment. If a student should lose or damage any book, material or equipment assigned to him/her, the student will be charged for replacement or repair costs.
- F. *Promote a safe, orderly environment* - All students and staff have the right to live and work in an environment, which is safe and orderly. Violations to safety standards will be dealt with promptly under the Student Discipline Code.
- G. *Come to class prepared* - When a student comes to class without writing utensils, paper, book(s), district provided devices (ipads, laptops, chromebooks and chargers) or assignment(s), that

student is interfering with not only his or her own learning, but with the rights of others to learn and study.

- H. *Help make school a good place to be* - A school is a place where good things happen to people. Communication skills, computation skills, histories of past lives, cultures and countries, as well as skills to meet personal and career needs, are emphasized. As a student, your success in gaining these skills and knowledge will be determined by your attitude toward learning and the attitudes of those around you.
- I. *Medication* - If medication must be taken at school, parents will be provided with a detailed protocol for its administration.

### **EYE SAFETY**

Safety goggles are available to students and staff who will be participating in a curriculum that requires eye protection. There is an expectation that staff will provide goggles to all students, staff and adults who are engaging in activities requiring protective eye care under their supervision.

### **FEEES, FINES AND SUPPLIES**

The District charges specific fees for certain extracurricular and non-credit activities and programs. Materials for clubs, independent study, or special projects as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Extracurricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. Fees will not be charged for any mandatory school activity or required curriculum activity. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extracurricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges. Failure to pay fines, fees, or charges may result in the withholding of parking passes, dance tickets, prom tickets or other privileges, up to and including, participating in commencement ceremonies.

A student whose parent/legal guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost or damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/legal guardian of a student who has been assessed a fee. The building principal will notify the parent/legal guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Cross-reference:

[MCL 380.1274, MCL 600.2913](#)  
[Policy 2521 Selection of Instructional Materials and Equipment](#)  
[Policy 5513 Care of District Property](#)  
[Policy 6152 Student Fees, Fines, and Supplies](#)

## **FOOD DELIVERIES & VENDING MACHINE USE**

Students are prohibited from ordering delivery food during the school day, either directly from a restaurant or through smart phone applications and websites including but not limited to Grubhub, DoorDash, and Uber Eats. Any food deliveries will be confiscated by the front office and, at the discretion of the front office, deliveries may be refused. Students may either retrieve ordered items at the end of the school day or they will be discarded. Violation of this policy may result in student discipline.

Students are allowed to use vending machines during their lunch and passing times. Food or drinks purchased during class time may be confiscated from students and retrieved at the end of the school day.

## **FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Michigan Department of Education.

For the 2023/24 school year, the State of Michigan has budgeted for all students in grades Kindergarten through 12 to receive breakfast and lunch for free. This means all students enrolled in Howell Public Schools will be able to eat one breakfast and one lunch free of charge for the 2023-2024 school year. A la carte items are not included in the free meals and must still be purchased. Previously, families needed to complete a Free and Reduced Price Meal Application annually to qualify for free or reduced priced meals. While the Free and Reduced Price Meal Application is not required to provide food services to your student in 2023/24, we urge you to complete the application anyway. Determinations regarding the nature and amount of school funding districts receive, such as the U.S. Department of Education Title 1 Program, are based on the number of families that are eligible for the Free and Reduced Lunch Program. Additional information is available at your child's school and on our website.

Please review information detailed below regarding eligibility requirements for free and reduced-price meals as completed eligible applications also determine funding for school programming.

### **Child Nutrition Program**

The District participates in the National School Lunch Program, School Breakfast Program and Special Milk Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the main office of each school building. Additional information may be reviewed online at:

[http://howell.ss12.sharpschool.com/services/food\\_service/free\\_and\\_reduced\\_meals](http://howell.ss12.sharpschool.com/services/food_service/free_and_reduced_meals)

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the building secretary or the District Registrar. Applications are available online at [www.howellschools.com](http://www.howellschools.com) under the Parent tab.

To apply for reduced-price or free meals at any time during the school year please visit: <https://www.familyportal.cloud/> to complete and submit an application. Please be sure to include all required information; the District cannot approve incomplete applications. Households receiving benefits from SNAP, FDPIR, and TANF may submit an application which only contains each student's name, appropriate SNAP or TANF case number, or FDPIR case number or other FDPIR identifier, and the signature of an adult household member.

Students are eligible for reduced-price or free meals if their households receive SNAP, FDPIR, or TANF, or if the total household income falls at or below the following:

**Reduced-Price Meals - Effective July 1, 2023**

<b>Household Size</b>	<b>Annual</b>	<b>Monthly</b>	<b>Twice Per Month</b>	<b>Every Two Weeks</b>	<b>Weekly</b>
<b>1</b>	<b>\$29,973</b>	<b>\$2,248</b>	<b>\$1,124</b>	<b>\$1,038</b>	<b>\$519</b>
<b>2</b>	<b>\$36,482</b>	<b>\$3,041</b>	<b>\$1,521</b>	<b>\$1,404</b>	<b>\$702</b>
<b>3</b>	<b>\$45,991</b>	<b>\$3,833</b>	<b>\$1,917</b>	<b>\$1,769</b>	<b>\$885</b>
<b>4</b>	<b>\$55,500</b>	<b>\$4,625</b>	<b>\$2,313</b>	<b>\$2,135</b>	<b>\$1,068</b>
<b>5</b>	<b>\$65,009</b>	<b>\$5,418</b>	<b>\$2,709</b>	<b>\$2,501</b>	<b>\$1,251</b>
<b>6</b>	<b>\$74,518</b>	<b>\$6,210</b>	<b>\$3,105</b>	<b>\$2,867</b>	<b>\$1,434</b>
<b>7</b>	<b>\$84,027</b>	<b>\$7,003</b>	<b>\$3,502</b>	<b>\$3,232</b>	<b>\$1,616</b>
<b>8</b>	<b>\$93,536</b>	<b>\$7,795</b>	<b>\$3,898</b>	<b>\$3,598</b>	<b>\$1,799</b>
<b>For each additional family member, add...</b>	<b>\$9,509</b>	<b>\$793</b>	<b>\$397</b>	<b>\$366</b>	<b>\$183</b>

**Free Meals - Effective July 1, 2023**

<b>Household Size</b>	<b>Annual</b>	<b>Monthly</b>	<b>Twice Per Month</b>	<b>Every Two Weeks</b>	<b>Weekly</b>
<b>1</b>	<b>\$18,954</b>	<b>\$1,580</b>	<b>\$790</b>	<b>\$729</b>	<b>\$365</b>
<b>2</b>	<b>\$25,636</b>	<b>\$2,137</b>	<b>\$1,069</b>	<b>\$986</b>	<b>\$493</b>
<b>3</b>	<b>\$32,318</b>	<b>\$2,694</b>	<b>\$1,347</b>	<b>\$1,243</b>	<b>\$622</b>
<b>4</b>	<b>\$39,000</b>	<b>\$3,250</b>	<b>\$1,625</b>	<b>\$1,500</b>	<b>\$750</b>
<b>5</b>	<b>\$45,682</b>	<b>\$3,807</b>	<b>\$1,904</b>	<b>\$1,757</b>	<b>\$879</b>
<b>6</b>	<b>\$52,364</b>	<b>\$4,364</b>	<b>\$2,182</b>	<b>\$2,014</b>	<b>\$1,007</b>

7	\$59,046	\$4,921	\$2,461	\$2,271	\$1,136
8	\$65,728	\$5,478	\$2,739	\$2,528	\$1,264
<b>For each additional family member, add...</b>	<b>\$6,682</b>	<b>\$557</b>	<b>\$279</b>	<b>\$257</b>	<b>\$129</b>

Students whose parents become unemployed during the school year are eligible for reduced-price or free meals during the period of unemployment, provided the household income during that period is within the income eligibility range. Students in households participating in WIC may be eligible for reduced-price or free meals.

Please fill out an application for eligibility determination. Head Start enrollees and foster, homeless, migrant and runaway children are categorically eligible for free meals. Please contact your student's school for additional information. Any information included on the application may be verified by the District at any time. In the operation of child feeding programs, no child will be discriminated against because of any state or federally protected classification.

For additional information regarding our meal charging policy including how to make deposits to your child's account please follow the following link:

[https://www.howellschools.com/services/food\\_service/meal\\_prices\\_meal\\_charging\\_policy](https://www.howellschools.com/services/food_service/meal_prices_meal_charging_policy)

Cross-reference:

[Policy 8500 Food Services](#)

[Policy 8531 Free and Reduced-Price Meals](#)

### FUNDRAISING/SALES

Fundraising activities by school organizations must be approved in advance by the building principal or designee. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

No student is permitted to sell any item or service in school without the approval of the building principal or designee. Violation of this may lead to disciplinary action.

Cross-reference:

[Policy 5830 Student Fundraising and Guideline 5830 Student Fundraising](#)

### FUNDING SOURCE INFORMATION

The Howell Public Schools receive school-wide Title I, (Part A) funds from the federal government for the following qualifying schools:

- Challenger Elementary,
- Southwest Elementary and
- Three Fires Elementary.

The District receives At Risk (31a) funds from the State of Michigan that are used at the remaining schools:

- Hutchings Elementary,
- Northwest Elementary,

- Southwest Elementary,
- Voyager Elementary,
- Parker Middle School,
- Highlander Way Middle School,
- Howell High School,
- Innovation Academy.

All academic services provided to homeless students are provided irrespective of their attendance at a Title 1 or Non-Title 1 school.

Cross-reference:  
[Policy 2261 Title 1 Services](#)

## **GANGS**

Gangs, which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment, are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities, which are likely to cause harm or personal degradation, are prohibited.

Gang clothing, symbols, signals and paraphernalia change with time; therefore, the school administration reserves the right to modify its restrictions. For more information, please review Section V of this manual – Student Code of Conduct.

Cross-reference:  
[Policy 5840 Student Groups](#)  
[MCL 380.1316](#), [MCL 380.1807](#)

## **GUEST STUDENTS**

Generally, the District does not encourage non-district students to attend school. On occasion, however, special guests may, with prior approval of the building administrator, attend school with a sponsoring Howell Public Schools student.

Cross-reference:  
[Policy 9150 School Visitors](#)

## **HARASSMENT & INTIMIDATION**

If an investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include disciplinary action, up to and including expulsion.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action, up to and including expulsion. Further information regarding harassment and intimidation may be found in Section V of this manual – Student Code of Conduct.

Cross-reference:  
[MCL 380.1300a](#); [380.1310b \(Matt Epling Safe School Law\)](#)  
[Policy 5517 Anti-Harassment](#) and [Guideline 5517 Anti-Harassment](#)

## HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process, and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing is a violation of Michigan criminal law.

“Hazing” means any intentional, knowing, or reckless act by a person acting alone or acting with others, that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

**NOTE:** If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Cross-reference:

[MCL 380.1310B \(Matt Epling Safe School Law\)](#)  
[MCL 750.411t](#)  
[Policy 5516 Student Hazing](#)  
[Policy 5517 Anti-Harassment](#) and [Guideline 5517 Anti-Harassment](#)  
[Policy 5517.01 Bullying and Other Aggressive Behavior Towards Students](#)

## HOMEBOUND/HOSPITALIZED INSTRUCTIONAL SERVICES

A student who is absent or whose physician anticipates the student’s absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student’s home, hospital, or licensed treatment facility. To be eligible for such services, the student’s attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

Parents should contact the school administration regarding procedures for such instruction. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent/guardian, student, or other caregiver. The applications can be obtained from the School’s Building Principal or Guidance Office. A physician must:

- (1) Certify the nature and existence of a medical condition;
- (2) State the probable duration of the confinement;
- (3) Request such instruction; and
- (4) Present evidence of the student's ability to participate in an educational program.

Applications must be approved by the Assistant Superintendent of Labor Relations and Personnel.

Cross-reference:

[MCL 388.1709](#)  
[Policy 2412 Homebound Instruction Program](#)  
[Guideline 2412 Homebound Instruction](#)

## HOMELESS STUDENT'S RIGHT TO EDUCATION

### McKinney-Vento Homeless Assistance Act

The District, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and will be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if they are presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car or abandoned building; or
- In a temporary or transitional foster care placement.

When a student loses permanent housing and becomes a homeless person as defined by law, or when a homeless child has a change in their temporary living arrangements, their parent/guardian has the option of either:

- (1) Continuing the student's education in the school of origin for as long as they remain homeless or, if the student becomes permanently housed, until the end of the academic year in which the housing is acquired; or
- (2) Enrolling the student in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Additional information is detailed in Board Policy #5111.01. For questions or assistance, please contact Linda Cunningham, McKinney-Vento/Foster Liaison, at (517) 552-7558 during regular business hours (Monday - Friday; 7:00 a.m. - 4:00 p.m.).

Cross-reference:

[Policy 5111.01 Homeless Students](#)

[McKinney-Vento Homeless Assistance Act](#)

## IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations.

A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

1. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
2. A statement signed by a parent/legal guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
  - a. Non-medical waivers: Parents who wish to submit non-medical waivers regarding immunization must contact the local Department of Community Health. Parents will receive education on the benefits of immunization *before* a certified non-medical waiver is issued to them.

- b. **Medical waivers:** Parents who wish to submit medical waivers regarding immunization must have a *Medical Immunization Waiver Form* completed by a licensed physician that indicates an immunization is medically contraindicated for a specified period of time and the reason for the contraindication. The student will be waived from the immunization requirement for the period of time listed by the physician on the form.
3. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the District Registrar.

Cross-reference:

[MCL 333.9208; 333.9211; 380.1177](#)

[Policy 5320 Immunization](#)

[Guideline 5320 Immunization of Students in School](#)

### **INJURY AND ILLNESS (INCLUDING CONCUSSIONS/HEAD INJURIES)**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

#### **Concussions**

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e., loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation. Students who have been removed from physical participation cannot return to the activity until he/she is evaluated and given written clearance to return by an "appropriate health professional" who is licensed and has the ability to recognize and treat concussions; the written medical clearance will be maintained in the student's CA-60 file until he/she is eighteen (18) years of age.

State law requires all Michigan school to:

- (1) Provide students who participate in an athletic activity and their parents/guardians' educational materials regarding concussions including the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class); and
- (2) To obtain a signed statement acknowledging receipt will be signed by the student and their parent/guardian.

The District will maintain the signed statement in the student's CA-60 file until he/she is eighteen (18) years of age.

Cross-reference:

[Policy 5230 Late Arrival and Early Dismissal](#) and [Guideline 5230 Early Dismissal](#)

## **INVITATIONS & GIFTS**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

## **KIDS KARE**

Kids Kare offers childcare services both before and after the elementary school day. This safe, caring environment provides children with an opportunity to participate in arts and crafts, board games, outdoor play, homework time and more.

For more information about Kids Kare, please call (517) 548-6310.

## **LIMITED ENGLISH PROFICIENCY (ENGLISH LANGUAGE LEARNERS)**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and to meet the same academic content and student academic achievement standards that all students are expected to attain.

### Limited English Proficient (LEP) Parental Notifications

Howell Public Schools service LEP students at Southwest Elementary, Highlander Way Middle School, and Howell High School. LEP students at the secondary level are serviced through the ESL course, with a certified Bilingual teacher and ELL tutors. Parents whose children are in this program are invited to individual meetings to discuss their child's progress and programming needs. All LEP students take the annual (spring) WIDA assessment, provided by the Michigan Department of Education. Annually, not later than thirty (30) days after the beginning of the school year, the District shall provide written notification to the parent(s) of an LEP child that:

1. Their child has been identified for, or is participating in, a Title III language instruction educational program and the reason why their child was identified as LEP. (For children who have not been identified as LEP prior to the beginning of the school year, the District shall notify parents within the first fourteen (14) days of the child being placed in a language instruction educational program.)
2. The student's academic achievement level and level of English proficiency (including the method of measurement);
3. How the language program will meet the student's instructional needs;
4. How the program will help the student learn English and meet the academic standards required for promotion or graduation;
5. If the child has a disability, the letter shall inform the parent(s) how the language instruction educational program meets the objectives of the child's individualized educational program (IEP).
6. The exit requirements for the language program; and
7. The notification shall include written guidance detailing the parents' right to have their child immediately removed from the program upon their request, and the option

parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available.

Further information pertaining to LEP is detailed in Board Policy #2225.

Cross-reference:

[Policy 2112 Parent and Family Engagement](#) and [Guideline 2112 Parent Involvement in the School Program](#)  
[Policy 2225 Student with Limited English Proficiency \(LEP\)](#) and [Guideline 2225 Student with Limited English Proficiency \(LEP\)](#)  
[Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity](#)  
[Policy 2261.01 Parent Participation in Title I Programs](#)

## **LOCKERS**

Student lockers and desks are school property and remain at all times under the control of the Howell Public School District. Students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

Cross-reference:

[Policy 5771 Search and Seizure](#)

## **MANDATED REPORTERS**

All school personnel including teachers, counselors, social workers, food service employees, support staff and administrators are required by law to immediately report any and all suspected cases of child abuse or neglect to the Department of Health & Human Services at 855-444-3911. Please report this information to your immediate supervisor also.

All school personnel (including but not limited to those detailed above) are required to report all instances of actual knowledge of sexual harassment to the District's Title IX Coordinator:

Liza M. Kelly, J.D., PHR  
*Assistant Superintendent of Labor Relations & Personnel*  
411 N. Highlander Way, Suite B  
Howell, MI 48843

Investigations based upon Title IX complaints will proceed in accordance with the regulations and requirements released by the U.S. Department of Education effective August 14, 2020.

Cross-reference:

[MCL 722.621 et seq.](#)  
[Policy 8462 Student Abuse and Neglect](#) and [Guideline 8462 Child Abuse or Neglect](#)  
[U.S. Department of Education - Title IX and Sex Discrimination](#)  
[U.S. Department of Education - Summary of Title IX Changes](#)

## **MEDICATIONS**

### **Prescribed**

In those circumstances where a student must take prescribed or over-the-counter medication during the school day, the following guidelines are to be observed:

- A. Parents/guardians should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The "Medication Permission" and "Release of Liability/Waiver" forms (available online at [www.howellschools.com](http://www.howellschools.com)) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent/guardian. Both must also authorize any self-medication by the student. This does not include the emergency administration of an epinephrine auto-injector (EpiPen) by a trained school or district employee as provided under State law.

- C. All medications must be registered with the principal's office. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered.
- D. Medication that is brought to the office will be properly secured.

Medication must be conveyed to school directly by the parent/guardian. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, *except for emergency medications for allergies and/or reactions*. A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/legal guardian has completed and signed the "Medication Permission" and "Release of Liability/Waiver" forms and turned them into the building principal.

- E. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's/guardian's written permission release.

### **Non-Prescribed**

Parents/guardians may authorize the school to administer a non-prescribed medication using the "Medication Permission" and "Release of Liability/Waiver" forms, which are available at the school office and online. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent/guardian along with a waiver of any liability of the District for the administration of the medication. *A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications.* The student may be authorized on the request form by his/her parent/guardian to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

For secondary students the parent/guardian may also authorize that the student keeps medication in his/her possession if the conditions set forth in HPS Policy 5330 A-C are met:

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if a student is under eighteen (18)) and
- B. The Building Administrator has received a copy of the written approvals from the physician and the parent/guardian and
- C. There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and the parent/guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

If a student is found using or possessing a non-prescribed medication without parent/guardian authorization, he/she will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's policy and will be disciplined in accordance with the drug-use provision of the Student Discipline Code.

### **Asthma Inhalers and Epipens**

Students, with appropriate written permission from the physician and parent/guardian, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Completion of the "School Based Asthma Management Plan" (available online at [www.howellschools.com](http://www.howellschools.com)) is required prior to the student being administered/using the medication at school. Epinephrine (EpiPen) is administered only in accordance with the aforementioned plan and the doctor's prescription.

### **Diabetes Management**

Completion of the "School Based Care Plan for the Student with Diabetes" (available online at [www.howellschools.com](http://www.howellschools.com)) is required prior to the student being administered/using insulin at school. For students requiring insulin based upon fluctuating blood glucose levels, documentation from a medical professional in the form of a "sliding scale" which states the amount of insulin to be given based upon a range of blood glucose levels must be provided. Staff will not administer medication based upon verbal direction from parents. All details regarding blood glucose testing, insulin administration, administration of Glucagon, low blood sugar symptoms, high blood sugar symptoms, necessary snacks, etc. need to be addressed on the "School Based Care Plan for the Student with Diabetes" and reviewed annually and as needed with the appropriate staff and the parents/guardians.

In reference to all of the information in this section, your child may also be eligible for an individualized Section 504 Plan to provide needed support and accommodations so she/he can access educational programs and services. For further information, please contact the building principal of your child's school.

Cross-reference:

[MCL 380.1178; 380.1179; 380.1179a](#)

[Policy 5330 Use of Medications](#) and [Guideline 5330 Use of Medications](#)

[Guideline 5330A Emergency Medication](#)

[Policy 5330.01 Epinephrine Auto-Injectors](#)

[Policy 5331 Students with Special Health Care Needs](#) and [Guideline 5331 Students with Special Health Care Needs](#)

## **PARENT/GUARDIAN DROP OFF AND PICKUP (BEFORE AND AFTER SCHOOL)**

Students may be dropped off/picked up at the designated drop off and pick up area of their school. However, parents/guardians are asked not to park their car in the designated area and leave it unattended. If parents/guardians wish to walk their child into the school or wait for them outside of the school office then they should park in a designated parking spot. Parents/Guardians who drop off their children in the morning should say goodbye at the front doors and the students should walk to their classes independently.

## **PARENT/GUARDIAN PICKUP (AFTER SCHOOL EVENTS)**

Howell Public Schools expects parents/guardians to pick up students promptly following school events. Failure to do so may jeopardize the student's opportunity to attend future events.

## **PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The Board is committed to a comprehensive Parental Involvement Plan (PIP) for the District that includes:

1. Relationships with families;
2. Effective communication;
3. Volunteer opportunities;
4. Learning at home;
5. Involving families in decision making and advocacy; and
6. Collaborating with the community.

For further information regarding opportunities to participate in the school your child(ren) attend(s) school, please contact the building principal.

Cross-reference:

[Policy 2112 Parent and Family Engagement and Guideline 2112 Parent Involvement in the School Program](#)

## **PARENT INVOLVEMENT IN TITLE 1 SCHOOLS**

The Howell Public Schools receive school-wide Title I, (Part A) funds from the federal government for the following qualifying schools:

- Challenger Elementary,
- Southwest Elementary and
- Three Fires Elementary.

While the District is committed to the involvement of parents at every building, schools that have been identified as "Title 1 Schools" have additional requirements regarding parent participation including the following:

### **Notification of Parent Meeting, Planning for and Evaluation of Title I Program**

Each Title I school gives notification of Title I informational meetings for parents. This meeting will provide information regarding parent participation in the school program, explain the program requirements and the right of parents to be involved in the planning, implementation and evaluation of the Title I programs. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for them to be fully involved in the educational process.

### **School-Parent Compact**

Each Title I school shall also jointly develop a written parental involvement plan (School-Parent Compact) with parents of participating children in the school and distribute it to all parents. Each Title I school shall annually distribute to parents of participating children and discuss the written parental involvement policy. Parents also have the right to be involved in the planning, implementation and evaluation of the Title I parental involvement plan. The School-Parent Compact is available for review by contacting the building principal.

### **School Improvement Plan**

Each Title I school has created a Title I School Improvement Plan, which is posted online at:

[www.howellsschools.com](http://www.howellsschools.com) > Academic > School Improvement.

The school provides parents/guardians with access to:

- a) School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of the results;
- b) A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- c) Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- d) Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating students, we need the help of all parents/guardians. We ask that you help us educate your children by monitoring attendance, homework completion, positive use of extracurricular time, and participating, as appropriate, in decisions relating to the education of your children.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the building principal.

Cross-reference:

[Policy 2261 Title 1 Services](#)

[Policy 2261.01 Parent Participation in Title 1 Programs](#)

[Policy 2261.02 Title 1 -Parents' Right to Know](#)

## **PARKING**

### Student Parking Protocol

Student parking is a privilege at Howell High School, limited by available space, and is extended to students in good standing who meet parking permit application criteria (i.e. academics and attendance). Students (primarily juniors and seniors) who qualify for a permit may park at Howell High School only if they remain students in good standing. Sophomores may be permitted to park if there is space available.

One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent or legal guardian of the student to allow the search of that vehicle. Refusal by any of the parties to provide or allow access to a vehicle at the time of a search request shall be cause for terminating the privilege of parking without further hearing. Students with parking permits who fail to abide by state, local or school standards for behavior and/or vehicular operation are subject to revocation of the parking permit and/or privileges. No refunds shall be given to students who lose their permits due to parking and driving conduct. Discipline for misconduct also includes all disciplinary measures in the Student Discipline Code.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK**. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots may be searched by administration, police officers and contraband dogs. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including but not limited to, expulsion from school, as well as referral to law enforcement.

School administrators, teachers and campus security shall monitor and report student parking violations. Video cameras are active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Howell High School is a closed campus. Students are not permitted to leave campus during the school day without prior parent permission.

### Visitor Parking

The District has locations available for visitor parking at each school. Those dropping off and picking up children may do so in designated areas in front of each school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross-reference:

[Policy 5514.01 Student Use of Motor Vehicles](#)

[Guideline 5514 Use of Motor Vehicles](#)

[Guideline 5514A Operation of Vehicles on School Property](#)

[Policy 7440.01 Video Surveillance and Electronic Monitoring](#)

### **PESTICIDE APPLICATION NOTICE**

The District maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to the school grounds. To be added to the list, please contact the maintenance office at (517) 540-8010.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-reference:

[Guideline 8431a Integrated Pest Management](#)

[MCL 324.8316](#)

### **POLICE INVESTIGATIONS AND ARRESTS**

The District cooperates with local law enforcement in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. The District will report the following crimes/events to local law enforcement:

- Armed student or hostage of suspected armed student;
- Arson;
- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (i.e., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of students;
- Vandalism/destruction of property; and
- Weapons on District property.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The District is concerned for the safety of students and attempts to comply with all Federal and State laws and regulations to protect students from hazards that may result from industrial accidents beyond

the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's "Preparedness for Toxic Hazard and Asbestos Hazard Policy" and asbestos management plan will be made available for inspection at the Board offices upon request.

Cross-reference:

[MCL 380.1288](#)

[Policy 7430 Safety Standards](#) and [Guideline 7430 Safety in Schools](#)

[Policy 8405 Environmental Health and Safety Issues](#)

[Policy 8410 Crisis Intervention](#)

[Policy 8420 Emergency Situations at Schools](#) and [Guideline 8420](#)

[Policy 8431 Preparedness for Toxic Hazard and Asbestos Hazard](#) and [Guideline 8431](#)

[Policy 8442 Reporting Accidents](#) and [Guideline 8442 On-The-Job Injury](#)

[Policy 8450 Control of Casual Contact Communicable Diseases](#) and [Guideline 8450](#)

[Policy 8453 Direct Contact Communicable Diseases](#) and [Guideline 8453 Exposure Control Plan for Handling and Disposing of Bodily Fluids](#)

[Policy 8453.01 Control of Blood Borne Pathogens](#) and [Guideline 8453.01](#)

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

A student will be released from school, as an explained absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal as soon as possible before the student's anticipated absence(s).

Students with explained absences for religious reasons will be given an opportunity to make up any examination, study or work requirement. For additional information, please see Section 1 -Absences, Tardies and Makeup Work in this handbook.

Cross-reference:

[MCL 380.1561\(3\)](#)

[Policy 5223 Absences for Religious Instruction](#)

### **REQUESTS FROM MILITARY OR INSTITUTIONS OF HIGHER LEARNING**

Upon request, military recruiters and institutions of higher learning will be given access to student directory information including their names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released may follow the opt out procedure detailed in Section 1 – Student Records in this handbook.

Cross-reference:

[MCL 380.1139](#)

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents/Guardians have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health/sex education and AIDS classes. Any parent/guardian who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents'/Guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Cross-reference:

[MCL 380.10](#), [MCL 380.1137](#)

[Policy 2416 Student Privacy and Parental Access to Information](#)

## REVIEW OF TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents/Guardians have the right to request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the Office of Labor Relations and Personnel at [personneloffice@howellschools.com](mailto:personneloffice@howellschools.com).

Cross-reference:

[MCL 380.1249; 380.1249a](#)  
[Policy 3130 Assignment and Transfer](#)

## SCHEDULING AND ASSIGNMENT

### Elementary Level

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

### Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Cross-reference:

[Policy 5120 Assignment within District](#) and [Guideline 5120 Assignment to School, Class, and Grade](#)

## SCHOOL DAY

Elementary/BK – Full Day	8:50 a.m. - 3:42 p.m.
Elementary/BK – Half Day	8:50 a.m. - 12:05 p.m.
Elementary/BK – Late Start	10:20 a.m. - 3:42 p.m.
Secondary (6-12)– Full Day	7:35 a.m. – 2:20 p.m.

Secondary (6-12)- Half Day  
Secondary (6-12)- Late Start

7:35 a.m. – 10:50 a.m.  
9:05 a.m. – 2:20 p.m.

Innovation Academy

7:30 a.m. – 4:00 p.m. (M, T, Th, F)

NOTE: Elementary students may enter and go to their lockers at 8:45 a.m. (entrance bell). Students dropped off prior to 8:45 a.m. or not picked up by 4:30 p.m. will be taken to the school's Kids Kare program. There will be a charge of \$20 for this service.

Cross-reference:

[MCL 380.1284](#)

[Policy 8220 School Day and Guideline 8220](#)

## **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and security of students and school personnel, school authorities may conduct reasonable searches of students, student lockers, desks, storage areas or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. "School authorities" include school liaison police officers. School officials will attempt to have the student present whenever such searches are conducted. All searches may be conducted with or without a student's consent.

Because school officials act in "loco parentis", the school is under no obligation to contact parents/guardians before questioning or searching a student and/or his/her property or possessions.

The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the proper legal authorities.

### **Automobile Searches**

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant. Interiors of registered vehicles will be searched only in the presence of the student where possible, whenever such authority has reasonable suspicion.

### **Computers**

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **Drug Dogs (K-9)**

In an effort to keep the District premises free of drugs, school authorities may use specifically trained dogs to sniff out and alert staff to the presence of illegal substances and contraband in school lockers and in students' vehicles parked on district premises. Such inspection by school authorities and trained dogs may be made at any time.

### **Locker, Desk and Storage Area Searches**

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law and/or school rules. Locks are to prevent theft, not to prevent searches. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. Periodic general inspections, including canine searches, of lockers, desks and storage areas may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. Any contraband found in a locker shall be assumed to be the property of the student to whom that locker is assigned. If a student shares a locker and contraband is found in the locker, both students will be held responsible.

### **Personal Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age, sex, and the nature of the infraction.

The school, with reasonable cause, may administer saliva, alcohol breathalyzer, PBT and other tests to determine a student's use of contraband substances.

If the result indicates a violation of school rules as described in this Handbook, the student will be disciplined in accordance with disciplinary procedures described in the Student Discipline Code. If a student refuses to take the test, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Cross-reference:

[MCL 380.1306; 380.1313](#)

[Policy 5136 Personal Electronic Devices](#)

[Policy 5530 Drug Prevention and Guideline 5530 Drug Prevention](#)

[Policy 5771 Search and Seizure](#)

[Policy 5772 Weapons and Guideline 5772 Weapons](#)

[Policy 7540.01 Technology Privacy](#)

[Policy 7540.03 Student Technology Acceptable Use and Safety](#)

[Guideline 7540.03 Student Education Technology Acceptable Use and Safety](#)

## SEXUAL HARASSMENT

Sexual harassment has no place in the school setting and will not be tolerated. Sexual harassment including sexual violence, interferes with students' rights to receive an education free from discrimination, and, in the case of sexual violence, is a crime. Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and sexual violence in all forms and will take appropriate action, including the involvement of law enforcement when appropriate, against any individual found responsible for violating this policy.

This policy applies to all student complaints, whether filed by a student, his/her parent, an employee, or third party on the student's behalf. It applies to all District operations, programs, and activities, as well as to unlawful conduct occurring on school property or during a Board-sponsored activity. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

Further information regarding sexual harassment is detailed in this handbook under Section I - General Information within Complaints (Title II, VI, VII, IX, Section 504) and Section V - Student Code of Conduct within the Harassment and Intimidation. Complaints regarding sexual harassment may be filed with any school employee or directly with the District's designated compliance officers; the Assistant Superintendent of Labor Relations and Personnel ([kellyl@howellschools.com](mailto:kellyl@howellschools.com)) or the Superintendent ([macgrege@howellschools.com](mailto:macgrege@howellschools.com)).

Cross-reference:

[MCL 380.1300a; 380.1310b \(Matt Epling Safe School Law\)](#)

[Policy 2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities](#)

[Policy 5517 Anti-Harassment and Guideline 5517 Anti-Harassment](#)

[Policy 5516 Student Hazing](#)

[Policy 5517.01 Bullying and Other Aggressive Behavior Towards Students](#)

[U.S. Department of Education - Title IX and Sex Discrimination](#)

[U.S. Department of Education - Summary of Title IX Changes](#)

## STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the principal.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.

A student may have the right to a hearing if the student believes he/she has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

Cross-reference:

[Policy 9130 Public Complaints](#)

## STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school,

he/she must first contact his/her counselor to discuss any legal requirements and obtain any needed documents.

Cross-reference:  
[MCL 409.110](#)

### **STUDENT PRIVACY PROTECTIONS**

The Protection of Pupil Rights Amendment (PPRA) affords parents/adult students or emancipated minors certain rights regarding the District's conducting of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

**A. *Consent before the student is required to submit to a survey*** that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the students have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parents;
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

**B. *Receive notice and an opportunity to opt a student out of*** -

1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute information to others.

**C. *Inspect, upon request and before administration or use*** -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distributions purposes; and
3. Instructional material used as part of the educational curriculum.

The school will not penalize any student whose parent/guardian exercises these options.

Parents/eligible students who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office  
U.S. Department of Education*

Complaint forms are available for use at <https://studentprivacy.ed.gov/file-a-complaint>.

### Instructional Material

Parents/eligible students may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

Cross-reference:

[Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h; 34 CFR Part 98](#)

[MCL 380.1137](#)

[Policy 2416 Student Privacy and Parental Access to Information](#)

[Policy 5780 Student/Parent Rights](#)

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information. A school student record is any writing or other recorded information concerning a student by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working the school, video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. Student records are confidential and information from them will not be released other than as provided by law.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

A federal law known as the "Family Educational Rights and Privacy Act" (FERPA) and the Michigan Revised School Code gives parents/guardians and eligible students (age 18 and older) the following rights with respect to their student records.

- A. **The right to inspect and copy the student's education records within 30 school days of the day the District receives a request for access:** You have the right to inspect, review and receive copies of substantially all of your education records maintained by or at the school district. Costs for copies of records may be charged to the parent/guardian. This right extends to the parent/guardian of a student under 18 years of age and to any student age 18 or older. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. These rights are denied to any person against whom an order of protection has been entered concerning the student.
- B. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant or improper.** You have the right to seek to have corrected any parts of an education record, which you believe to be

inaccurate, misleading or otherwise in violation of your rights. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decisions and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

- C. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA of the Michigan Revised School Code authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate education or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill her or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information and an opportunity to inspect, copy, and challenge such records.

Academic grades and reference to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order, so long as the parents/guardians or eligible students is notified of the court's order before the documents are produced; appropriate persons if the knowledge of such information is necessary for the discharge of their official duties who request information before adjudication of the student.

- D. **The right to a copy of any school student record proposed to be destroyed or deleted.** Education records are maintained for at least sixty (60) years after the student graduates or permanently withdraws. If the student transfers, education records are maintained until the next school district requests the records.
- E. **You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA.** A copy may be obtained online at [www.howellschools.com](http://www.howellschools.com) under "Board of Education" or in person or by mail from:

Liza M. Kelly, J.D., PHR  
*Assistant Superintendent of Labor Relations and Personnel*

Erin. J. MacGregor, Ed.S.  
*Superintendent*

Howell Public Schools  
411 N. Highlander Way, Suite B  
Howell, Michigan 48843  
(517) 548-6241

Howell Public Schools  
411 N. Highlander Way, Suite A  
Howell, Michigan 48843  
(517) 548-6234

F. Generally, school officials must have written permission from the parent/guardian of a student or an eligible student before releasing any information from a student's record. However, **FERPA allows school districts to disclose, without consent, "directory" type information.** The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":

- Student's name
- Address
- District provided email address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight, if a member of an athletic team
- Dates of attendance
- Date of graduation
- Awards received
- Honor rolls
- Scholarships
- Telephone numbers only for inclusion in school or PTO directories
- Student's photo or likeness

**Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information.** Upon such objection, this information will not be released without prior consent of the parent/guardian or eligible student.

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses, District provided email addresses and published telephone numbers.

Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

You have fourteen (14) days from the receipt of notice provided by the District to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to:

Liza M. Kelly, J.D., PHR  
Assistant Superintendent of Labor Relations and Personnel  
411 N. Highlander Way, Suite B  
Howell, MI 48843

G. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires

secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student.

- H. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

*Family Policy and Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
[www.ed.gov](http://www.ed.gov)*

Information inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

Complaint forms are available for use at <https://studentprivacy.ed.gov/file-a-complaint>.

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents/guardians, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Cross-reference:

[MCL 15.243](#)

[MCL 380.1139](#)

[Family Education Rights and Privacy Act, 20 USC §1232g et seq.](#)

[Policy 2416 Student Privacy and Parental Access to Information](#)

[Policy 5780 Student/Parent Rights](#)

[Policy 8330 Student Records](#) and [Guideline 8330 Student Records](#)

[Policy 8350 Confidentiality](#) and [Guideline 8350 Limited Use of Social Security Number](#)

## **STUDENT RIGHTS OF EXPRESSION**

The District recognizes the right of students to exercise freedom of speech. With the right of expression comes the responsibility to do it appropriately. This includes the right distribute or display, at reasonable times and places, non-sponsored, noncommercial written material, petitions, buttons, badges, or other insignia, except expression which:

- A. Is inappropriate due to the students' maturity level including but not limited to, material that is obscene to minors or adults;
- B. Violates the rights of others, including but not limited to materials that is libelous, invades the privacy of others, or infringes on a copyright;
- C. Is pervasively indecent or vulgar;
- D. Advertises any product or service not permitted by minors by law;
- E. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- F. Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

A student or group of students seeking to display or distribute more than ten (10) copies of the same material on one or more days to students at school or a school-related activity must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute or display, in writing, at least 24 hours before displaying or distributing the materials. No prior approval of the materials is required. However, students who are unsure whether or not materials they wish to display meet District guidelines may present them to the building principal twenty-four (24) hours prior to display.
2. The materials may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that: (a) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school operations (b) Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright, (c) Is socially inappropriate or inappropriate due the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by Board policy and the Student Parent Handbook, (d) Is reasonably viewed as promoting illegal drug use or (e) Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the District's complaint procedure to resolve a grievance.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

Cross-reference:

[Policy 5722 Student Publications and Productions](#)

[Guideline 5723 Student Rights of Expression](#)

[Policy 8800 Religious/Patriotic Ceremonies and Observances](#)

[Guideline 8800B Religious Expression in the District](#)

[Policy 9700 Relations with Special Interest Groups](#)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of his/her behavior.

Parents/Guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Howell Public Schools facilitates this through the PowerSchool parent portal (accessible online at [www.howellschools.com](http://www.howellschools.com)) and email notifications as requested by the parents/guardians. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents/Guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents/guardians in their educational program. Students enrolled in Howell High School must be prepared to produce picture identification and a signed pass for school employees and security personnel who request them.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents/guardians.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, filed in the school's main office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school's main office.

Cross-reference:

[Policy 8420 Emergency Situations At Schools and Guideline 8420 Emergency Situations At Schools](#)

[Guideline 5340A Student Accident/Illness/Concussion](#)

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the District.

The Howell Public Schools maintain student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the District website. Information can also be obtained from the school guidance office.

Cross-reference:

[Policy 5350 Student Suicide](#)

## **TRANSFER OUT OF THE DISTRICT**

Parents/guardians must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the District, the parent/guardian must notify the principal. Parents/guardians are encouraged to contact the District Registrar for specific details. Transfer will be authorized only after the student has returned all school materials, and paid any fees or fines that are due.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Cross-reference:

[Policy 5463 Credits from Nonpublic Schools](#)

[Guideline 5463 Student Transfer from Non Accredited Schools](#)

[Policy 8330 Student Records](#)

## **TREAT & SNACKS**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and the district.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (MCL § 380.1599) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 days nor more than 90 days, or both.

For additional information regarding the truancy, please refer to the section of this Handbook entitled "Attendance", letter D. Guidelines for Truancy Reporting.

Cross-reference:  
[Policy 5200 Attendance](#)  
[MCL 380.1561](#)  
[MCL 380.1599](#)

## **USE OF SCHOOL/DISTRICT EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Cross-reference:  
[Policy 7510 Use of School Facilities](#)  
[Policy 7530 Lending of District-Owned Equipment](#)

## **VIDEO & AUDIO MONITORING SYSTEMS**

A video and /or audio monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Cross-reference:  
[Policy 7440.01 Video Surveillance and Electronic Monitoring and Guideline 7440.01](#)  
[Policy 8600 Transportation](#)

## **VISITORS**

All visitors, including parents/guardians and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in or scan their State identification card or State driver's license, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying himself or herself as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross-reference:  
[Policy 9150 School Visitors](#)

## VOLUNTEERS

All school volunteers must complete a *Criminal History File Search Authorization and Volunteer Release Form* annually (forms are available in the school office and online). All volunteers must be approved by the school principal *before* assisting at the school. Please be advised that individuals with previous felony convictions, irrespective of the date, are not permitted to volunteer in the District.

For classroom volunteer opportunities, individual teachers make this decision. Teachers who desire parent volunteers will notify parents.

For school-wide volunteer opportunities, please contact the building principal. *Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.*

In addition to the above referenced forms, chaperones are required to complete the *Responsibilities of Trip Chaperones Form*.

Cross-reference:

[Guideline 2340F Chaperones for Trips](#)

[Policy 3120.09 Volunteers](#)

## WEAPONS

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

State law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. For more information, please review Section V of this manual – Student Code of Conduct.

Cross-reference:

[MCL 750.237a](#), [MCL 380.1311](#)

[Guideline 5605A Disciplining Students with Disabilities \(IDEA Eligible\)](#)

[Policy 5630 Corporal Punishment](#)

[Policy 5630.01 Student Seclusion and Restraint](#)

[Guideline 5630A Alternatives to Corporal Punishment](#)

[Guideline 5630B Use of Physical Force](#)

[Policy 5772 Weapons](#) and [Guideline 5772 Weapons](#)

[Policy 7217 Weapons](#)

[Policy 8400 School Safety Information](#) and [Guideline 8400 School Safety](#)

## WIRELESS COMMUNICATION DEVICES (Including cell phones)

Students are advised to leave wireless communication devices (WCDs) including cell phones at home or in their lockers if brought to school. Students who bring a cell phone to classes will be required to place it in the collection area of the classroom for phones. Classrooms will have a means of collecting devices safely during instructional time. The District assumes no responsibility for student cell phones that are lost, stolen or damaged when brought to school.

Students in high school (9<sup>th</sup> – 12<sup>th</sup> grade) may use wireless communication devices (WCDs) before and after school, during their lunch break, and/or in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment during after school activities (e.g., extracurricular activities) and/or at school-related functions. Students in elementary and middle school (Kindergarten – 8<sup>th</sup> grade) may not use wireless communication devices during the school day. Use of WCDs, except approved laptops and Personal Digital Assistants (PDAs), at any other time is prohibited and they must be powered completely off and stored out of sight.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, PDAs, BlackBerrys/Smartphones/iPhones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student is a member of a volunteer fire company/department, ambulance or rescue squad.
- B. The student has a special health circumstance (e.g., an ill family member or his/her own special health condition).

The student may use the WCD for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission

or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography). If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use the designated school phone located in the main office to contact parents/guardians during the school day.

To the extent that any student uses non-district technology services to communicate information regarding the schools or its staff or students, Board policy still applies. This includes posting information, videos, or photos on services such as Facebook, YouTube, Kik or Flickr. Users and parents/guardians of students acknowledge that the district cannot control content posted to non-district technology services. Users and parents/guardians of students further acknowledge that the district cannot filter non-district communication services such as cellular phone networks, nor control content stored on non-district equipment.

Students shall not access social media for personal use while on District premises or at District events or using District equipment, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Cross-reference:

[Policy 5136 \*Personal Electronic Devices\*](#)

[Policy 5517 \*Anti-Harassment\* and Guideline 5517 \*Anti-Harassment\*](#)

[Policy 5517.01 \*Bullying and Other Aggressive Behavior Towards Students\*](#)

[Policy 7540.03 \*Student Technology Acceptable Use and Safety\*](#)

[Guideline 7540.01A \*Personal Use of District Technology\*](#)

## **SECTION II - ACADEMICS**

## CONSORTIUM/LESA/APPLIED TECH

The Livingston Career and Technical Education (LC&TE) is a countywide cooperative created to offer expanded applied technical opportunities to students from Brighton, Fowlerville, Hartland, Howell and Pinckney.

### Philosophy

Students enrolled in Career and Technical Education (CTE) courses, whether in their regularly attended high school or in another school within the county consortium, are expected to attend class during every scheduled class period. Because each class period is two hours long, missing even one class places the student at a serious disadvantage. This attendance policy is in effect for all LC&TE courses.

### Start and End Dates

LC&TE member schools do not follow a common school-year calendar. As a result, classes at one school may be in session as many as two weeks before a different school begins class, and in the same way, classes may not conclude on the same day at all schools. Students are expected to be present in class at whichever school the class is held, whenever the class is scheduled. This means that students may be required to attend their out-of-district class prior to beginning classes in their home school, or they may be required to attend out-of-district classes even after their home school has finished the school year. Absence from out-of-district classes at these times will be counted as any other absence.

Because enrollment in out-of-district classes is a student option, transportation is the responsibility of the student.

Cross-reference:

[MCL 388.1913](#)

[Policy 2421 \*Career and Technical Education\*](#)

## COURSE OFFERINGS

The Howell High School course selection book is available online under the Counseling tab at [www.howellschools.com](http://www.howellschools.com), in the Howell High School main office and counseling office and in the office of the District Registrar.

Cross-reference:

[MCL 380.1164b](#), [MCL 380.1277](#), [MCL 380.1278](#), [MCL 380.1282](#), [MCL 388.1621](#)

[Policy 2220 \*Adoption of Courses of Study\*](#)

## CREDIT FOR ALTERNATIVE PROGRAMS AND COURSES

Students should not assume that the credit opportunities described below will always result in earned credit towards graduation or course prerequisites. Students should first discuss the matter with a guidance counselor or administrator.

### **Correspondence Courses**

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

- A. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
- B. The student is a fourth or fifth year senior;
- C. The student assumes responsibility for all fees; and
- D. The building principal or designee approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

### **Virtual and Distance Learning Courses**

Virtual learning is completed through a computer-based internet-connected learning environment and may be offered at a supervised school facility during the day as a scheduled class period, through distance learning, or through self-scheduled learning where students have some control over the time, location and pace of their education.

Students enrolled in the Highlander Virtual program will earn credit as described in the "HIGHLANDER VIRTUAL" section below. A student enrolled in other virtual or distance learning courses as part of Howell High School may receive credit for work completed provided that the course meeting ALL of the following requirements:

- A. Is capable of generating a credit or grade;
- B. Is not a course in which the student has previously earned credit;
- C. Is taught by a teacher who holds a valid Michigan teaching certificate [and who] is responsible for determining appropriate instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies;
- D. The course is offered by an institution approved by the Superintendent or designee;
- E. The student may be responsible for certain fees; and
- F. The building principal approves the course in advance.

Students may be limited as to the number of distance learning courses they can complete. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

### **Exchange Programs**

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study

course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

### **Summer School and Independent Study**

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in grades 9-12 in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal or designee.

### **Dual Enrollment Courses**

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level. Additional information is detailed in this Handbook under a section entitled, "Dual Enrollment."

### **World Language**

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the Board. The amount of credit will be based on world language proficiency achieved.

Cross-reference:

[MCL 380.1279e; 380.1481; 388.1621f;](#)

[Policy 2271 Postsecondary \(Dual\) Enrollment Option Program](#) and [Guideline 2271 Postsecondary \(Dual\) Enrollment Options Programs](#)

[Policy 2370 Educational Options](#)

[Policy 2370.01 Online/Blended Learning Program](#)

[Guideline 2370A Virtual/Internet/Independent Study Options](#)

[Policy 2440 Summer School](#)

[Policy 5114 Foreign and Foreign-Exchange Students](#) and [Guideline 5114 Foreign and Foreign-Exchange Students](#)

## **DUAL ENROLLMENT**

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal or designee.

Approval will be based upon the following factors:

- A. Credit earned through dual enrollment shall be based on the grade the student earned in the college course.
- B. Each college course taken through dual enrollment will only replace one high school course and class period. Students will therefore earn 0.5 credits per semester.

- C. Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript.
- D. It is the student's responsibility to ensure that the postsecondary institution reports the student's grade and credit to the high school principal in a timely fashion.
- E. Tuition for the course(s) will be paid by the District for eligible students only in accordance with the requirements of the Michigan Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and Section 21b of the State School Aid Act.

Cross-reference:

[MCL 380.1279g](#), [MCL 380.1473](#), [MCL 380.1481](#), [MCL 388.513](#), [MCL 388.1621\(b\)](#), [MCL 388.1901 et seq.](#)  
[Policy 2271 Postsecondary \(Dual\) Enrollment Option Program](#) and [Guideline 2271 Postsecondary \(Dual\) Enrollment Option Program](#)

### **HIGHLANDER VIRTUAL SCHOOL**

Highlander Virtual ("Highlander V") is a free, fully online program open to all students in grades 6 through 12 who live in Livingston County or the surrounding areas.

Students will attend daily virtual classes and also work independently at their own pace. Virtual courses match the District's approved curriculum for math, English Language Arts, social studies, and science. Students enrolled in Highlander Virtual can attend select electives in-person at a Howell school, or virtually through a partner school, and may also participate in sports, performing arts, social activities, and clubs.

Enrollment in Highlander Virtual is subject to deadlines and registration procedures described on the District's website.

Grading policies follow guidelines established in this Section – Academics under "GRADES" below. Attendance and makeup work follow the details in Section I – General Information under "ABSENCES, TARDIS AND MAKEUP WORK."

### **EARLY GRADUATION**

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. Applications must be submitted to the principal prior to the start of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal and the senior counselor before the start of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Cross-reference:

[MCL 380.1166](#)

[Policy 2221 Mandatory Courses](#)

[Policy 5464 Early Graduation](#)

## **FIELD TRIPS**

Howell Public Schools both values and supports local, state, national and international travel for its students when this travel is well-planned, safe, secure, affordable, educationally, and culturally beneficial. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Attendance rules apply to all field trips.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

In the event of an emergency, the Superintendent or designee reserves the right to cancel a field trip. The District will not be liable for the loss of funds, which may result from such a cancellation, under any circumstances.

For trips involving travel outside of the region, the District may offer the opportunity to purchase trip insurance through a third-party insurer. Although the District cannot promise coverage for all reasons an individual might want or need to cancel trip participation, the purchase of such insurance is encouraged.

Cross-reference:

[MCL 380.1282](#)

[Policy 2340 Field and Other District-Sponsored Trips](#)

[Guideline 2340a Field Trip Guidelines](#)

[Guideline 2340b District-Sponsored Trips \(Co-Curricular & Extra-curricular\)](#)

[Guideline 2340c Overnight Trips \(District-Sponsored\)](#)

[Guideline 2340d NonDistrict-Sponsored Trips](#)

[Guideline 2340f Chaperones for Trips](#)

[Policy 8640 Transportation for Field and Other District-Sponsored Trips](#)

## **GRADES**

Howell Public Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has demonstrated mastery of the course content. In general, students' grades are determined by results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. A student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or

other rules of school, he/she should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate he/she learned. In the event of an extended student illness or quarantine, teachers have flexibility to consider individual student circumstances. In the event of a school disruption, school-wide grading policies for the affected semester may be re-evaluated. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Evaluation of a student's academic progress is an important and fundamental responsibility of the classroom teacher. Communicating this evaluation to students and parents is a responsibility shared by the teacher and the school.

Howell Public Schools recognizes that children work and learn at different rates. Every attempt is made to provide instruction and materials consistent with personal learning rates. The grading system adopted by this district reflects overall pupil achievement considering the instructional objectives, curriculum requirements, teacher expectations and individual differences. Report card comments provide additional information.

Elementary School: Grades K-2

SE = Secure  
 DE = Developing  
 BE = Beginning  
 NE = Not Evident  
 <Blank> = Not Assessed

Elementary School: Grades 3-5

Letter Grade	Definition	Minimum	Maximum
A	Excellent	94	100
A-	Superior	89.5	93
B+	Good	87	89
B	Good	84	86
B-	Good	79.5	83
C+	Average	77	79
C	Average	74	76
C-	Average	69.5	73
D+	Not Meeting Requirements	67	69
D	Not Meeting Requirements	64	66
D-	Not Meeting Requirements	59.5	63
E	Experiencing Much Difficulty	0	59
I	Incomplete	0	0

Middle School: Grades 6-8

Letter Grade	Definition	Minimum	Maximum
A	Superior	93	100
A-	Superior	90	92
B+	Good	87	89
B	Good	83	86
B-	Good	80	82
C+	Average	77	79
C	Average	73	76

C-	Average	70	72
D+	Poor	67	69
D	Poor	63	66
D-	Poor	60	62
F	Failure	0	59
NC	No Credit		
I	Incomplete		
P	Passing		
S	Satisfactory		
CR	Credit		
NM	No Mark		
U	Unsatisfactory		
W	Withdraw		

High School Non-Weighted Grading Scale

Grades 9-12 students who are enrolled full-time or part-time, in Howell High School courses shall be graded in their achievement according to the following scale:

- A = 4.000
- A- = 3.667
- B+ = 3.333
- B = 3.000
- B- = 2.667
- C+ = 2.333
- C = 2.000
- C- = 1.667
- D+ = 1.333
- D = 1.000
- D- = .667
- F = .000

Letter Grade	Definition	Minimum	Maximum
A		93	100
A-		90	92
B+		87	89
B		83	86
B-		80	82
C+		77	79
C		73	76
C-		70	72
D+		67	69
D		63	66
D-		60	62
F		0	59
NC	No Credit	0	0
I	Incomplete	0	0
P	Passing	0	0
NM	No Mark	0	0
CW	Credit Withheld	0	0
W	Withdrawn	0	0

These equivalents shall be used in determining grade point averages (GPAs) by semester and year. These resultant GPAs shall serve as the bases for determining class rank for official transcript reporting and for any designated classifications of honors or recognition at commencement or awards convocations.

High School Weighted Grading Scale

Advance Placement (AP) courses (sanctioned and offered by the College Board) at Howell High School shall carry a quality grade point value of 1.1 (as compared with the normal quality point value of 1.0) for 1 hour classes in the computation of the GPA of students who completed these courses.

Advance Placement (AP) courses (sanctioned and offered by the College Board) at Howell High School shall carry a quality grade point value of 1.05 (as compared with the normal quality point value of 1.0) for 2 hour “block” classes in the computation of the GPA of students who completed these courses.

Letter Grade	Definition	GPA Value	Weighted GPA Value (1 hour class)	Weighted GPA Value (2 hour class)
A		4.00	4.400	4.200
A-		3.667	4.034	3.850
B+		3.333	3.667	3.500
B		3.000	3.300	3.150
B-		2.667	2.934	2.800
C+		2.333	2.566	2.450
C		2.000	2.200	2.100
C-		1.667	1.834	1.750
D+		1.333	1.466	1.400
D		1.000	1.100	1.050
D-		0.667	0.734	0.700
F		0	0	0
I	Incomplete	0	0	0
P	Passing	0	0	0
NM	No Mark	0	0	0
CW	Credit Withheld	0	0	0
W	Withdrawn	0	0	0

Cross-reference:

[Policy 2370 Educational Options \(MCL 380.1481\)](#)

[Policy 5420 Reporting Student Progress](#)

[Policy 5421 Grading](#)

[Policy 5430 Class Rank](#) and [Guideline 5430 Class Rank](#)

**GRADING AND PROMOTION**

Students in grades K-1 are issued report cards at the end of each semester. Students in grades 2-12 are issued report cards on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Cross-reference:

[Policy 5410 Promotion, Placement and Retention](#)

[Policy 5420 Reporting Student Progress](#)

[Policy 5421 Grading](#)

## GRADUATION REQUIREMENTS

To graduate from Howell High School with a high school diploma, each student must earn 25 credits and meet the following requirements:

- A. Complete all District graduation requirements.
- B. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
  1. At least *4 credits in English language arts* that are aligned with state subject area content expectations.
  2. At least *3.5 credits in science* that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics.
  3. At least *4 credits in mathematics* that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, pre-calculus, calculus, applied math, accounting, business math, a retake of algebra II, or a course in financial literacy.
    - a. A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded.
    - b. A student also may partially or fully fulfill the algebra II requirement by completing a department-approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.
    - c. Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
  4. At least *3 credits in social science* that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, ½ credit in personal economics, and a civics course.
  5. At least *1 credit in subject matter that includes both health and physical education* aligned with state guidelines. Students may substitute a ½ credit of District approved participation in either extra-curricular athletics or other extracurricular physical activities.
  6. At least *1 credit in visual arts, performing arts, or applied arts* aligned with state guidelines.
  7. At least *2 credits in a language other than English*, based on state guidelines. Students may fully or partially fulfill up to 1 credit of this requirement by completing an approved formal career and technical education program or an additional visual or performing arts course.

C. A personal curriculum may be requested for the student that modifies certain of the Michigan Merit Standard requirements by the student and/or a student's parent/legal guardian. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

- (1) The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/guardian, a teacher, and the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist should also be included in this group. The teacher included in the group developing the personal curriculum shall be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in a subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.
- (2) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.
- (3) Before it takes effect, the personal curriculum must be agreed to by the student's parent/guardian and by the superintendent or his/her designee.
- (4) The student's parent/guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
- (5) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
- (6) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.
- (7) The mathematics credit requirements may be modified as part of a personal curriculum only after the student has completed, at least 3 ½ total credits of the mathematics credits before completing high school, including algebra 1 and geometry. The student must successfully complete at least 1 math credit during his/her final two years of high school enrollment. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:
  - i. Has successfully completed the same content as 1 semester of algebra II.
  - ii. Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.
  - iii. Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II benchmarks assessed on the state 11<sup>th</sup> grade assessment.

- iv. Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.
- (8) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:
- a. The student has successfully completed 2 credits of the social science credits, including the civics course.
  - b. The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (9) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (10) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (11) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the District may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

Cross-reference:

[MCL 380.1165](#); [380.1166\(2\)](#); [380.1278a](#); [380.1278b](#)

[Policy 2221 Mandatory Courses](#)

[Policy 5460 Graduation Requirements](#) and [Guideline 5460 Graduation Requirements](#)

## **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Cross-reference:

[Policy 2330 Homework](#) and [Guideline 2330 Homework](#)

## **MAKEUP WORK**

Absent students will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are not excused from school will be allowed to make up missed work.

Cross-reference:

[MCL 380.1561](#), [MCL 380.1586](#)

[Policy 5200 Attendance](#) and [Guideline 5200 Attendance](#)

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Each building level will recognize high achievement.

### Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

### Graduating Seniors

Students earning a 3.9 and above GPA are recognized as graduating Summa Cum Laude. Students earning a 3.7 to 3.899 GPA are recognized as graduating Magna Cum Laude. Students earning a 3.5 to 3.699 GPA are recognized as graduating Laude. Students earning a 3.0 to 3.499 GPA are recognized as graduating with Honors.

Cross-reference:

[Policy 5451 Student Recognition](#)

## **SCHEDULE CHANGES**

All class choices are firm commitments for the school year. This is especially true of yearlong classes. Master schedule decisions are based on the course selections of the students. Schedule changes may be requested during the summer orientation week or within five (5) school days of the start of each semester. Once the five (5) day window has closed, the only class changes considered are due to academic failures or scheduling errors. These will be corrected by the student's counselor. Students will not be permitted to drop a yearlong class at the semester break or a semester class prior to the end of the semester, unless there are extreme circumstances in the opinion of the administration. Administration reserves the right to change student schedules due to disciplinary reasons. In general, schedule changes are only allowed for the following reasons:

- A. The schedule does not account for work already completed (in summer school or prior semesters).
- B. The schedule contains an inappropriate course level. The change must take place within the first six weeks of the school year. The following steps must be documented for the leveling change to occur:
  - 1. Meeting with teacher and student.
  - 2. Meeting with teacher, parents/guardians and counselor.
  - 3. Meeting with administrator, teacher, counselor and parents/guardians.
- C. The schedule does not include a course that must be taken now to meet a graduation requirement.
- D. The schedule contains too few courses or reflects an error caused by a previous schedule change.

All students must attend the classes on their current schedule until the classes are rescheduled. Attendance and academic records will be forwarded to the new classes, if applicable.

### **STUDENT ASSESSMENT (INCLUDING STANDARDIZED TESTING)**

The District assesses student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

Students and parents/guardians should be aware that students in certain grades will take standardized tests as determined by the Michigan Department of Education. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- A. Encourage students to work hard and study throughout the year;
- B. Ensure students get a good night's sleep the night before the exams;
- C. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- D. Remind and emphasize for students the importance of good performance on standardized testing;
- E. Ensure students are on time and prepared for tests;
- F. Teach students the importance of honesty and ethics during the performance of these and other tests;
- G. Encourage students to relax on testing day.

Cross-reference:

[MCL 380.1280b](#)

[Policy 2623 Student Assessment](#)

### **TESTING OUT**

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

- A. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.
  - 1. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
  - 2. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
  - 3. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.

4. Students are eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
- B. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
    1. The course teacher, department representative and building principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
    2. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
  - C. Credit earned shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
  - D. Credit earned through testing out shall apply equally to all students and may be counted toward graduation.
  - E. Credit earned through testing out shall be counted toward fulfillment of a requirement for a subject area course.
  - F. Credit earned through testing out shall be counted toward fulfillment of a requirement as to course sequence.
  - G. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Cross-reference:

[MCL 380.1279b](#)

[Policy 5460 Graduation Requirements](#)

[Guideline 5460b Testing-Out of a Course](#)

## **SECTION III - STUDENT ACTIVITIES**

## ATHLETICS

The District provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. Please check the District website ([www.howellschools.com](http://www.howellschools.com)) for a listing of current activities.

### **Eligibility**

Participation in the District's athletic programs is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the District. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Athletes must meet all of the Michigan High School Athletic Association (MHSAA) and Howell Public Schools eligibility requirements. Participants in other extracurricular and co-curricular programs must meet the same academic standards as the MHSAA requires of athletes. While at school and in the community, participants in these programs must conform to Board of Education Policy, the Student Discipline Code, and MHSAA rules. In case of a conflict between MHSAA and HPS Board policy, the HPS Board Policy will be enforced.

When determining eligibility of students, including transfer students, the administration will carefully consider at least the following:

- A. Has the student's behavior brought (or is it likely to bring) negative attention to the school or its athletic, extracurricular or co-curricular programs?
- B. Has the student demonstrated inappropriate behavior, which has brought adverse notoriety to him/her?
- C. Has the student transferred to, or is the student planning to transfer to the school in order to avoid or to have the school overlook the consequences of her/his behavior while at a previous school?

When determining eligibility, the administration may consider the student's behavior during non-school days and times and during school recesses. All eligibility determinations made by the appropriate administrator shall be considered final.

### **General Requirements for Participation**

An athlete must have the following fully executed documents on file at the school office *before* the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided.

- A. A current physical examination report (given on or after April 15<sup>th</sup> of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices, and contests; and

- B. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or legal guardian; and
- C. Proof the athlete is covered by medical insurance; and
- D. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions; and
- E. A signed statement acknowledging receipt of the state-required educational materials on the signs/symptoms and consequences of concussions.

### Howell High School Requirements

To be eligible to compete, students must have a 2.0 current GPA on their last official grades (passing 5 or more classes - in-person; passing 3 or more classes - Highlander Virtual). "Last official grades" are considered 1<sup>st</sup> Quarter, 1<sup>st</sup> Semester, 3<sup>rd</sup> Quarter and 2<sup>nd</sup> Semester. Incoming freshmen start with a "clean slate", but must meet requirements starting with 1<sup>st</sup> Quarter grades.

Academic probation is available 1 time in 4 years for students who have below a 2.0, but not below 1.8 and still passing 5 or more classes (may not have 2 F's). Probation consists of weekly progress reports submitted to the athletic department indicating a current GPA of a 2.0 and passing a minimum of 67% of a full course load.

Student-athletes completing online, dual enrollment or out-of-District courses will have eligibility status based on the following:

- A. Courses provide semester grades only. Eligibility based on Quarters 1 or 3, will be determined by calculating GPA where a letter grade is currently available, and divided by the total number of courses.
- B. Students participating in any of these programs must be passing all classes where a letter grade is available.
- C. Block Programs: Course that is a block program (multi-hour class) will be counted as such. Example: An "F" in a 2-hour block will be calculated as 2 "F's".

An "NM" (No Mark) means that the class is removed from course load and GPA calculated by averaging the remaining courses. An "I" (Incomplete) carries the same GPA and credit weight as a failing mark.

A grade of "CW" given to student athletes for exceeding their quarterly attendance allowance shall count as an "F" or 0.0 for GPA purposes until such time the student has met the requirements necessary to remove the "CW" and their grade is reinstated. The student may become eligible for competition immediately upon the satisfactory completion of the requirements.

All scenarios must also meet MHSAA minimum requirements.

Student-athletes may choose to attend summer school in an effort to meet academic requirements. The following guidelines should be observed:

- A. If a course is taken to replace a current course, the summer school course should be identical, if at all possible, to the course that is being replaced and have prior, written administrative approval.

- B. Course must be offered through an approved and accredited institution. (Check with a counselor for details.)
- C. Students needing to improve GPA requirements must be sure to take an appropriate course (as stated above) that also offers a letter grade for the course.
- D. Summer courses that only provide a “P” (Pass) or “F” (Fail) will not be calculated into a GPA.

To remain eligible in the middle of the season, a student must also meet MHSAA requirements.

### **Howell Middle School Requirements**

To participate, students must have a 2.0 current GPA on last official grades (passing 5 or more classes) to participate.

Probation is available for students who have below a 2.0, but not below 1.8 and still passing 5 or more classes (may not have 2 F’s). Probation is determined by the middle school principal.

### **Tryouts**

**Fall:** Any student may try out for any sport regardless of eligibility. If a student becomes an official member of a team, they must meet academic requirements in order to officially compete in an MHSAA sanctioned contest. Participation is based on 2<sup>nd</sup> Semester (4<sup>th</sup> Quarter for middle school) grades from previous year. Summer school grades are permissible to meet Howell Public Schools requirements. A student could become eligible after release of official grades at the end of 1<sup>st</sup> Quarter if the coach chooses to keep the individual from the start of the season. Incoming freshmen start with a “clean slate” but must meet requirements starting with the 1<sup>st</sup> Quarter grades.

**Winter:** Any student may try out for any sport regardless of eligibility. If a student becomes an official member of a team, they must meet academic requirements in order to officially compete in an MHSAA sanctioned contest. Participation is based on final grades from 1<sup>st</sup> Quarter. A student could become eligible after release of official grades at the end of 1<sup>st</sup> Semester if the coach chooses to keep the individual from the start of the season. (Participation in middle school Winter Sports is based on final grades from 2<sup>nd</sup> Quarter)

**Spring:** Any student may try out for any sport regardless of eligibility. If a student becomes an official member of a team, they must meet academic requirements in order to officially compete in an MHSAA sanctioned contest. Participation is based on final grades from 1<sup>st</sup> Semester (2<sup>nd</sup> Quarter) for middle school). A student could become eligible after release of official grades at the end of 3<sup>rd</sup> Quarter if the coach chooses to keep the ineligible athlete from the start of the season.

Student athletes are responsible for the care, security and use of uniforms and equipment issued to them. Athletic participants will be responsible to pay for the replacement costs for any uniform or equipment items that are abused or not returned. Student athletes will not be allowed to participate in succeeding sports seasons until obligations are met.

A student who tries out for a team and is selected to be a member of the team, then quits before the season ends may not participate in any manner with another school sponsored sport until the last game of the current season has been completed. Student athletes who quit before the end of the season

may not try out for that sport the next season. Sideline Cheerleading requires the same criteria as the Competitive Cheerleading program for the team tryouts.

### **NCAA Academic Eligibility**

Many college sports are regulated by the National Collegiate Athletic Association (NCAA), an organization that has established rules on eligibility, recruiting and financial aid. The NCAA has three membership divisions: Division I, Division II and Division III. Academic Institutions are members of divisions according to the size and scope of their athletic programs and whether they provide scholarships.

Students who are planning to enroll in college as a freshman and who wish to participate in Division I or Division II sports, must be certified by the NCAA Center. High school counselors will analyze academic standing to determine whether or not the student meets the NCAA's initial-eligibility requirements.

### **VIOLATIONS OF THE ATHLETIC CODE OF CONDUCT**

#### **Behavioral Conduct**

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.
- h. Cumulative or gross misconduct, including behavior which school officials consider conduct unbecoming to a student athlete (including, but not limited to: gambling, vandalism, unsportsmanlike conduct, theft, fighting, hazing, burglary, bullying and assault)
- i. Any disciplinary action that results in a five (5) day or more suspension from school.

### **Acceptable Communications**

Each team member of an athletic team shall express a high degree of loyalty to the members of the team and the coach. Student athletes are not to upload or post to social media websites or mechanisms content including but not limited to, any comments, photographs, videos, or other materials that reflect negatively upon themselves, the team, or the school.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

### **Possession or Use of any National Collegiate Athletic Association (NCAA) Banned Drug**

Possession or use of any National Collegiate Athletic Association (NCAA) banned drug is not permitted and shall subject the student to the same penalties that the District has established for possession/use of tobacco, alcoholic beverages and illegal drugs.

### **Possession or Use of Androgenic Anabolic Steroid**

It is against Michigan law to use or knowingly possess an androgenic anabolic steroid. A student's use of a performance enhancing substance is a violation of Board policy as well as State law and will affect the student's ability to participate.

### **Use, Possession, or Sale of Drugs, Alcohol or Tobacco/Vapor Products or Drug Paraphernalia**

Student-athletes should set an example for the rest of the student body by totally abstaining from these substances. Possession or use of tobacco, vaping, or alternative nicotine delivery products, and/or paraphernalia (including e-cigarettes, e-liquid and lookalikes), alcoholic beverages, or the use of/or distribution of behavior altering and/or performance enhancing drugs and/or paraphernalia is not allowed. These expectations apply year-round.

### **Violation of Federal, State or Local Law**

Upon conviction of felony or misdemeanor acts other than minor traffic offenses, students shall be subject to the consequences listed in the penalty section of this code.

In the event the athletic code of conduct or other school policies or procedures do not cover situations that arise, the administration reserves the right to establish such rules, conditions and penalties to respond effectively to unanticipated or unique circumstances. A single violation may be deemed severe enough by school administration to warrant the enforcement of the single violation as if it were a second or third violation.

### **Penalties**

1. **On a first offense:** Students will lose eligibility to participate for ten (10) percent of the interscholastic events (regular season contests). When the violation of the standard occurs on school property or school-affiliated transportation or at any school-sponsored activity, the matter will also be turned over to the principal or designee to determine if there has been a violation of the Student Discipline Code.

2. Upon a second offense: Students will lose eligibility to participate for twenty-five (25) percent of the interscholastic events (regular season contests). When the violation of the standard occurs on school property or school-affiliated transportation or at any school-sponsored activity, the matter will also be turned over to the principal or designee to determine if there has been a violation of the Student Discipline Code.
3. Upon a third offense: Students will be excluded from participation in athletics for the remainder of their career at Howell Public Schools. When the violation of the standard occurs on school property or school-affiliated transportation or at any school-sponsored activity, the matter will also be turned over to the principal or designee to determine if there has been a violation of the Student Discipline Code.

The number of events will be rounded to the nearest whole number.

**NOTE:** Unless suspended from school, the athlete may continue to attend practice but will not be permitted to participate in an interscholastic event. The above penalties are subject to District due process procedures.

A student athlete who is serving a penalty for an offense that occurred while not in season must serve the penalty during the next season in which he/she participates. If a student athlete does not complete the season (in which the penalty is being served) in good standing, the penalty shall be enforced during the next season in which the student athlete participates.

### **Rules in Effect**

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport that the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

### **Absence from School on Day of Activity**

Student athletes must attend a minimum of one-half of the school day in order to be eligible to participate in after school activities including practice and competitions. Exceptions may be made: (1) for a medical absence pre-arranged with administration, or (2) for a death in the athlete's family. An athlete who has one or more unexcused absences or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

### **Travel**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by an administrator upon advance written request of an athlete's parent/legal guardian. On the waiver, the parent/legal guardian must submit the name of the adult driver authorized to accept custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation

anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the District's athletic discipline policies, rules, and regulations as provided herein.

### **Complaints**

When a student or parent/guardian has a complaint or an appeal emanating from participation on a team or in an athletic activity, the matter should first be addressed directly with the coach. If it is not possible or productive to do so, then the complaint/appeal is to be addressed with the athletic director, who will meet with the student, parent(s)/guardian(s) and coach. If the matter remains unresolved at that point, then the athlete's principal will be expected to review the matter with the affected parties. If that outcome remains unacceptable to the athlete/parent(s)/guardian(s), then an appeal may be advanced to the superintendent, who will convene a hearing to include parent(s)/guardian(s), athlete, coach, athletic director and principal. The findings and decision of the superintendent shall be final and binding.

Cross-reference:

[MCL 333.9155; 333.9156](#)

[MHSAA Website](#)

[Policy 2431 Interscholastic Athletics](#)

[Guideline 2431A Interscholastic Athletics](#)

[Guideline 2431C Sportsmanship Expectations](#)

[Guideline 2431D Banned Drugs](#)

[Policy 5512 Use of Tobacco by Students](#)

[Policy 5532 Performance-Enhancing Drugs/Compounds](#)

[Guideline 7510A Use of School Facilities and School Equipment](#)

## **CO-CURRICULAR ACTIVITIES**

The faculty and staff of Howell Public Schools believe that representing the school in activities and athletics is a privilege, which carries expectations for good character and behavior among its students. In addition to standards and consequences contained in this document, all aspects of Howell Public Schools' Student Discipline Code apply whenever applicable.

Co-curricular activities are those clubs, teams, representative bodies and class-affiliated, performing- and publishing-groups (not including High School Yearbook) that meet during the school day. School-recognized volunteers and paid sponsors supervise student participants in these activities in school buildings, on school grounds and at other locations where students compete, practice or perform. At times these groups will take special, administratively and board-approved field trips; the standards and behavioral expectations contained herein apply in and at all school-sponsored trips beyond school grounds and buildings.

Examples of Activities:

- Band\*
- Main Four (School Newspaper)\*
- Chorus (activity outside of class)\*
- Drama (activity outside of class)\*
- Band Auxiliary Groups
- Literary Magazine/Charisma

- Foreign Language
- Morning Crew (morning announcements)
- Student Council
- Odyssey of the Mind
- School Wide Musical
- Class Officers
- Homecoming and Winterfest Courts
- Quiz Bowl/Quiz Busters
- Classicality, Chorale
- Debate Team

The activities marked by an asterisk are class-affiliated activities and shall be governed by the academic standards outlined in the following section.

### Academic Standards for Student Participation

Representing one's school in a co-curricular program is both a privilege and an honor. Because the primary responsibility a student carries in school is his/her academic progress toward completing graduation requirements, the following criteria for participating in the co-curricular program are established for grades 6-12:

- A. Academic Eligibility: Students who wish to be considered for participation in school-sponsored activities must:
1. Maintain a GPA of 2.0 on a 4.0 scale on which 2.0 represents a "C" and a 4.0 represents an "A." Students must have earned this 2.0 GPA in the nine-week quarter immediately preceding the beginning of the co-curricular activity. Further, the student must maintain this 2.0 GPA throughout the period of continuous involvement in the co-curricular program; and
  2. Have passed five or more courses in the nine-week quarter immediately preceding the beginning of the co-curricular activity. Further the student must continue to pass five or more courses through the period of continuous involvement in the co-curricular program.

Students with GPAs falling below 2.0 at the end of a marking period will be placed on probation for one marking period during which it will be expected that the GPA will be raised to 2.0. If a student's GPA is not raised to 2.0 after the marking period probation, the student will not be able to participate in concerts, plays, receive recognition in publications, or any "public" activity. Probationary status applies to all class-affiliated activities, and is applied if a student is marginally shy of a 2.0 GPA (between 1.800 and 1.999). Academic probation would be granted to any student, once, during the four years in high school.

- B. Failure to Meet Academic Standards: Students who fail to meet either GPA and/or passing requirements shall:
1. Be informed of their ineligible status by the sponsor. This ineligibility shall forbid a student from performing, publishing and/or participating in co-curricular activities.
  2. Have the opportunity to make up failures and incomplete grades in consultation with their teachers. The principal or designee shall review grade updates with students, counselors and/or teachers; when the academic standards are satisfied, the principal or designee may reinstate eligibility.

3. Otherwise be reinstated only after the next report card is issued at which time the academic standards must be met. If they are met, eligibility is reinstated; if they are not, the student remains ineligible for participation in co-curricular activities.
4. At the end of each academic quarter, the principal or designee shall provide sponsors, advisors, teachers who supervise co-curricular activities with lists of students whose grades indicated non-continuance under these standards; the sponsor/advisor/teacher will notify student participants of their ineligible status, (i.e., cannot participate, perform or publish).

#### Attendance Standards for Student Participation

- A. *Expectations for Practice:* Regular attendance at and punctuality to practice, work, and rehearsal sessions are essential to the individual and group success of students involved in co-curricular activities. Sponsors and activities expect students to attend all such sessions at those times designated by the sponsor/advisor.
- B. *Expectations for Regular School Attendance:* All participating students are expected to be at school when school is in session. Especially on days for publication, performance, and participation, school day attendance is required of students who expect to represent our school.
  1. Students must be in school for at least three instructional hours to represent the school in a co-curricular activity on the same day.
  2. When students are not at school for the entire instructional day, students and/or their parents/guardians are expected to provide acceptable explanations for such absence.
- C. *Missed Sessions:* The school recognizes that events will arise in the lives of students that prevent their attendance at practice-, work-, and rehearsal-sessions. When family emergencies (e.g., illness or injury) surface, students should inform their advisor/sponsor as soon as possible as to the reason(s) for the missed practice, rehearsal or work-session. The sponsor/advisor may request a conversation with the student or (his/her) parent/guardian upon return from absence when the reason(s) for such absence remain insufficiently clear.

#### Performance Alternatives for Credit-Bearing Courses

The “Howell High School Program of Studies Course Selection Book” lists credit courses that have performance and/or exhibition components. Examples of such courses are art, band, choir, drama, yearbook and newspaper. For each such course, the teaching and administrative staff shall identify appropriate performance alternatives. These alternatives to public performance and or exhibition will enable students not meeting the standards for students participating in co-curricular activities to satisfy all course requirements.

#### Behavioral Standards for Students Participating in Co-Curricular Activities

- A. Students who represent the District through co-curricular involvement are expected to exhibit appropriate behavior in and beyond the school day. A demeanor of respect for others, for their property and for self will ensure continuance in co-curricular activities. Similarly, students demonstrate maturity, leadership and responsibility in response to the school’s and their sponsors’ expectations of them. Minimally, students should adhere to all specifics for appropriate behavior as outlined in the Student Discipline Code.
- B. Students are not to use performance enhancing substance(s).

- C. Failure to Comply with Standard: Should a student fail to adhere to the behavioral standards, that student will:
1. On a first offense, lose eligibility to participate for a period of two weeks or two consecutive events, whichever is greater. When the violation of the standard involves substance abuse, the matter will be turned over to the principal or designee.
  2. Upon a second offense, lose eligibility to participate for 31 days or remainder of the semester, whichever is greater. When the violation of the standard involves substance abuse, the matter will be turned over to the principal or designee.
  3. Upon a third offense, lose eligibility for 180-school days or the remainder of the school year, whichever is greater. When the violation of the standard involves substance abuse, the matter will be turned over to the principal or designee.
  4. Continue to attend (beyond suspension from school) classes that have an after-school expectation or component. The student may not attend after-school events nor represent the school in an activity.
- D. If a student violates the Student Discipline Code, this may cause the student to be removed temporarily or permanently from a co-curricular activity.

#### Process of Appeal

When students believe that the consequences to them for failure to meet the standards in the preceding sections are incorrect, they (and their parents/guardians) may exercise their right to appeal a ruling. The steps of the appeal process are as follows:

- A. The student (and his/her parent/guardian) should make such an appeal in writing within 48 hours of the receipt of the most recent grade report sheet.
- B. The principal or designee shall review such appeals within five (5) school days and make a judgment regarding a return to "eligible" status.
- C. The principal or designee may convene a meeting of the sponsor, the affected student, his/her parents/guardians, and those who have pertinent knowledge or information affecting the circumstances leading to the appeal.
- D. The principal or designee shall write the outcome of the appeal and send the same to the parent/guardian within five (5) days of the receipt of the appeal letter.
- E. The decision of the principal or designee is final.
- F. The student may participate during the appeal process.

Cross-reference:

[Policy 2430 District-Sponsored Clubs and Activities](#) and [Guideline 2430 District-Sponsored Clubs and Activities](#)

### **EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS**

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and will be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The application for permission can be obtained from the principal. The principal shall grant the group's request *after* first determining that:

- A. The activity has been initiated by students;
- B. Attendance at the meeting is voluntary;
- C. No agent or employee of the District will promote, lead, or participate in the meeting;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school;
- E. Non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

Cross-reference:

[MCL 380.1299](#)

[Policy 5730 \*Equal Access for Non-District-Sponsored, Student Clubs and Activities\*](#)

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Howell Public Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

Cross-reference:

[Policy 2430 \*District-Sponsored Clubs and Activities\*](#)

### **SCHOOL-SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES (HIGH SCHOOL)**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, Board policies and the Student/Parent Handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from use school-sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act, (b) violate any school district policy or Student/Parent Handbook procedure, or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisors may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided with the same media.

No expressions made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

Cross-reference:

[Policy 5722 School-Sponsored Publications and Productions](#)

## **SECTION IV – TRANSPORTATION**

## TRANSPORTATION

The District provides Transportation Services for students of any age whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the State Board of Education. As stated in Board Policy 8600, it is a privilege for students to ride a District vehicle and this privilege may be revoked if the student's conduct is in violation of the District's Code of Conduct. The safety and conduct of the students at a bus stop are the responsibility of the parent/guardian.

While students are on the bus, they are under the supervision of the Bus Driver and student's conduct should match that of a classroom environment. Students are expected to behave at all times in accordance with the guidelines set forth in this Handbook. Failure to follow the District's Code of Conduct and/or the bus transportation rules may result in disciplinary action and/or the loss of transportation services. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their child(ren) before the beginning of the school year and regularly during the school year.

Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or other incidents on the bus. If a student misbehaves on a bus and his/her actions are recorded on a videotape/audiotape, the tape may be used as evidence of the misbehavior. Since these tapes may be considered part of a student's education record, they can only be viewed in accordance with the Family Educational Rights and Privacy Act ("FERPA").

**Questions or concerns** regarding transportation services can be directed to:

### **Transportation Department**

Eric Petrie

1313 Highland Rd.

Howell, Michigan 48843

Phone: (517) 540-8011

Each student entitled to transportation will be assigned to a specific bus route and bus stop, which will remain the same for the entire school year unless altered by the transportation department. The safety and conduct of the students at a bus stop are the responsibility of the parent/guardian.

**Requests for transportation services** can be directed to the transportation dispatcher on duty at (517) 540-8011.

**Transportation routes** at the beginning of the school year are generally available in early August and are posted on the District's website. No student will be permitted to use any other route or stop without permission. Transportation routes can be found by clicking on the "Departments" tab and then clicking on the "Transportation" tab and then "Bus Routes". When long-term absence is anticipated, parents are encouraged to notify the Transportation Department.

All appeals of stop locations should be made in writing to the Transportation Director. The "*Request for Bus Stop Modification*" form is available on the District's website (see "Transportation Forms"). In the event that the parent/guardian is dissatisfied with the disposition of the matter by the Transportation Director, he/she may advance the appeal to the LESA Regional Transportation Director at (517) 548-3052. All decisions of the Regional Director shall be final and no further appeals will be heard.

**Transportation forms** can be found by clicking on the “Departments” tab and then clicking on the “Transportation” tab, which provides a forms link (in the left column of the screen). The following forms are included:

- *Field Trip Request Form*
- *Request for Bus Stop Modification*
- *Request for Alternate Busing* (Note: If a student must be picked up and/or delivered to a stop other than the one to which he/she is assigned this form must be completed by the parent/guardian. This process may take up to two weeks longer during peak time in the month of September.)

**Requests for a busing change** must meet the following criteria:

- Only one alternate address will be allowed and the alternate stop must be for all five days of the week. Alternate addresses must be the same in A.M. and P.M. A requested change on any other basis is not permissible.
- The alternate stop request must be an existing stop on the bus route.
- The alternate route must be within the school attendance boundary to which the student is assigned.
- A maximum of two requests per child for a change in bus scheduling will be allowed/approved per school year.
- The requested change must not result in the overcrowding of any bus, alteration of any regular bus route, bus stop, schedule, or in any other way interfere with the regular operation of the transportation system.
- No request will be approved for the purpose of entertainment or solely for the convenience of the parent/guardian or student.
- Bus routes will not be changed or rescheduled to meet the needs of childcare centers.
- Bus routes designated as “transfer routes” are not established for childcare or school of choice preferences. They are established for the purposes of special education and/or overcrowding at a particular school.
- In an emergency, written requests may be waived. Such emergency requests must be made to the Transportation Director.

**Hazardous Roads:** For safety purposes, District policy prohibits students from crossing roads deemed to be hazardous. No bus route shall be established in violation of the policy, nor shall any student be permitted to ride a bus contrary to policy at any time or for any reason. A list of hazardous roads can be found on the District’s website (at [www.howellschools.com](http://www.howellschools.com) under the Department tab, Transportation).

**Transportation Rules:** The following rules pertain specifically to bus transportation and supplement the student discipline code:

- Students should leave home in time to arrive at the bus stop ten (10) minutes before the bus is due. Buses shall not wait.

- Students in grades K-3 must be met at the bus stop by a parent or guardian or older sibling. Parents are asked to remain at the bus stop with their child(ren) until the bus pulls away from the stop. If an adult/older sibling is not present, the student will be returned to Kid's Kare and a twenty (\$20) dollar fee will be charged.
- Students must stay off the roadway at all times while waiting for the bus and conduct themselves with courtesy and consideration for others.
- Students are required to cross in front of the bus when crossing a roadway *NOT* in back of the bus. Students must wait for a crossing signal from the Bus Driver and look before crossing.
- Students should enter and exit the bus only when the bus is fully stopped. Students are to step down carefully (no jumping allowed).
- Students must occupy the seat assigned by the Bus Driver and sit in it immediately upon entering the bus. Students must not stand in the entrance or in the aisle.
- Students must remain in their seats at all times except when entering or leaving the bus.
- Students must remain on the bus until released by the Bus Driver.
- Students must keep all parts of the body and all objects inside the bus. Students must keep book bags, books, packages, coats, and other objects out of the aisles. Students must keep all body parts clear of the aisle when seated.
- Except in the case of an emergency, no windows or doors are to be opened without the permission of the Bus Driver.
- Students are required to enter and leave by the front door **ONLY**.
- There is no eating or drinking permitted on the bus.
- Recreational items such as skateboards or rollerblades are prohibited, except with the prior approval of the Bus Driver. (Such items are considered potential projectiles and **MUST** be kept inside a sports bag or a backpack that can be closed and secured.)
- No pets or other animals may be transported on the bus.
- Complete silence at railroad crossings is required. The driver must be able to listen carefully for the presence of trains before proceeding across the tracks.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- The use of cell phones is allowed on the bus as long as the use is in compliance with the District's wireless communication device policy and is not distracting in any way to the Bus Driver.
- The Bus Driver will confiscate any electronic device that is being used in an inappropriate or disruptive manner. The Bus Driver may return the device to the student after the route is completed. Otherwise, parents can pick up the device at the Transportation Office.
- At no time should any live, streaming or still-captured images be displayed on the bus for individual or group viewing.
- Parents/guardians will be financially responsible for any defacing or damage students do to the bus.
- In the event of an emergency, stay on the bus and await instructions from the Bus Driver.

**Bus Violation Ticket:** A student who misbehaves on a school bus is subject to a “Bus Violation Ticket” issued by the Bus Driver. Acts of misconduct will be reported to the building principal and the student is subject to additional disciplinary consequences in accordance with the District’s Code of Conduct in Section V of the Student Parent Handbook.

Below is the typical order that bus tickets are issued; deviation may occur based on the type/severity of conduct at issue:

- **First Offense** – The Bus Driver will warn the student that his/her misconduct will not be tolerated. The Bus Driver may also have a conference with the student on the bus or give the student an assigned seat. A telephone call may also be made to the parent/guardian.
- **Second Offense** – A green ticket will be issued to the student and sent home to the parents/guardians. The ticket will contain a description of the misconduct. The student will not be allowed to board the bus again until the ticket is signed by the parent/guardian and returned to the Bus Driver by the student.
- **Third Offense** – A yellow ticket will be issued to the student and sent home to the parent/guardian. The ticket will contain a description of the misconduct. The student will lose his/her bus privileges for a period of up to three (3) days. The student will not be allowed to board the bus again until the ticket is signed by the parent/guardian and returned to the Bus Driver by the student.
- **Additional Offenses** - Shall result in the issuance of pink tickets, with bus suspensions of greater duration, up to and including suspension for the balance of the school year. Whenever a Bus Driver issues a Bus Violation Ticket, the Transportation Director will make at least one (1) documented attempt to contact the parent/guardian. It is also the responsibility of the student to notify his/her parents/guardians of the ticket and/or suspension.

**Transportation Discipline Appeals:** Because of the safety-sensitive nature of school bus transportation, the Bus Driver is vested with discretion in the issuance of Bus Violation Tickets, and in determining to suspend students from the bus. There shall be no appeal to a bus suspension that does not exceed five (5) school days.

In cases of suspension from the bus in excess of five (5) days, a parent/guardian may appeal the suspension to the Transportation Director. To make an appeal, the parent/guardian must contact the Transportation Office at (517) 548-6245 within 24-hours (with the exception of weekends) of the suspension notice. The Transportation Director will determine whether or not the student may continue to ride the bus during the pendency of the appeal. The Bus Safety Appeal Committee shall be convened within two (2) scheduled school days of the request for appeal. The Committee membership shall include the Transportation Director, the Bus Driver recommending the suspension, the Building Principal (or his/her designee) and one parent. The parent member of the appeal panel will be one that does not have a child on the bus at issue in the discipline appeal. All appeals are heard between 10:00 a.m. and 11:00 a.m. weekdays.

Cross-reference:  
[MCL 380.1321](#)

## **Transportation Student Discipline Issues**

The Bus Driver reports student discipline matters to the Transportation Supervisor by completing a written incident report immediately after the run on which the incident occurred. The Transportation Supervisor will classify the matter in one of three levels based on the HPS Student/Parent Handbook Code of Conduct: I) Transportation Department Misconduct, II) District Misconduct or III) District Gross Misconduct. A summary chart is provided on the next page. The following procedures will be followed for each level:

### ***I) Transportation Department Misconduct:***

- These matters are generally handled within the Transportation Department. The student's record on PowerSchool is updated by the Transportation Department to reflect the incident and transportation discipline imposed. Generally, supplemental communication is not provided to HPS Building Administration or Central Office Administration.

### ***II) District Misconduct:***

- The Transportation Supervisor is responsible for collecting/reviewing video evidence, making initial contact with parents (to inform them of what discipline will be initiated by the Transportation Department) and informing parents that HPS Building Administration will contact them to discuss additional disciplinary consequences.
- The student's record on PowerSchool is updated by the Transportation Department to reflect the incident and transportation discipline imposed.
- The Transportation Supervisor will submit an online Critical Incident Report to HPS building administration and Central Office administration. If an incident requires investigation that will continue into the next school day, a Critical Incident Report will be filed to provide preliminary notice to the Building Principal and Central Office Administration.
- The Building Principal is responsible for conducting an investigation, which includes a review of the Critical Incident Report, Video (if available), the Student/Parent Handbook, and relevant portions of the Michigan Revised School Code, to determine if the District should contact law enforcement and issue discipline.
- Video tapes/hard drives are re-used if not requested by the Building Principal within forty-eight (48) hours (i.e., two (2) school days) of the report submission. The Building Principal is responsible for ensuring that use of video evidence is in compliance with the Family Educational Rights and Privacy Act ("FERPA").

### ***III) District Gross Misconduct:***

- The same procedures are followed as noted for District Misconduct except that the video evidence is to be saved to support the police report that is submitted by HPS. The Transportation Department will forward the video to the Building Principal no later than one (1) school day after the incident.
- The Transportation Supervisor will make a report to the Regional Transportation Director who shall submit the Online Critical Incident Report along with informing the LESA Deputy Superintendent and Superintendent.

- The Building Principal is responsible for conducting an investigation, which includes a review of the Critical Incident Report, Video (if available), the Student/Parent Handbook, relevant portions of the Michigan Revised School Code, contacting law enforcement, scheduling a Due Process hearing with the District’s designee and updating the student’s record on PowerSchool to reflect the incident and discipline imposed by the District.

**Howell Public School - Regional Transportation Collaborative  
Incident Report Categorization and Reporting Procedure**

	Discipline Level			
	N/A	I Transportation Department	II District Misconduct	III District Gross Misconduct
Aiding or Abetting			X	
Arson				X
Attendance	X			
Blackmail				X
Bomb threat				X
Breathalyzer			X	
Bullying			X	
Burglary	X			
Cell Phones – Grades 6-8 & 9-12	X			
Criminal Sexual Conduct				X
Damage to Property			X	
Defamation				X
Dishonesty		X		
Disobedience			X	
Displays of affection			X	
Disruptive behavior			X	
Dress Code	X			
Drugs & Alcohol				X
Explosives				X
Extortion				X
False Alarms/False Reports				X
Fighting/Horseplay			X	
Food Fights	X			
Gambling			X	
Gang Activity				X
Harassment				X
Hate Literature				X
Insubordination		X		
Larceny				X
Lying		X		
Obscene Gesture			X	
Persistent misbehavior			X	
Physical Assault				X
Profanity			X	
Refusing to Accept Discipline		X		
Student Disorder/Demonstration			X	
Tobacco				X
Transportation Devices		X		
Trespassing			X	
Unauthorized Area			X	

Unauthorized Use of School or Private Property			X	
Vandalism				X
Verbal Assault				X
Violation of Individual School/Classroom Rule	X			
Weapons				X
Wireless Communication Device				X

## **SECTION V – CODE OF CONDUCT**

## STUDENT DISCIPLINE CODE

A major component of the educational program at the District is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. The District is committed to ensuring a school climate that nurtures learning and assures the safety and welfare of all students and staff. The District depends on the collaborative efforts of parents/guardians and the community to achieve this goal.

School district staff members promote growth in skills, attitudes, and habits so that students can develop a strong sense of individual worth and achievement. Students are expected to assume responsibility for their own actions and to work together with dignity and respect.

The Board of Education has adopted the following Student Discipline Code. The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action. The prohibited acts listed in the Student Discipline Code are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the order of the school system, the proper functioning of the educational process, or the health and safety of students.

Students enjoy numerous privileges and are expected to cooperate in maintaining a climate where learning is cherished. Strong school and family partnerships are essential to prevent and resolve discipline problems. This partnership maintains a productive learning environment that will result in increased student participation and school success.

These rules of the Student Discipline Code apply to any student who is:

- On school premises before, during or after school hours or at any time,
- Off school grounds at a school-sponsored activity or event, or any event that bears a reasonable relationship to school;
- On a school-related vehicle for any reason,
- An accomplice in the commission of an offense subject to the Student Discipline Code.
- Anywhere and at any time, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
  - Be a threat or an attempted intimidation of staff members and/or students.
  - Endanger the health or safety of students, staff or school property.

Students and parents/guardians must recognize that the unacceptable behaviors specified in this section will be subject to disciplinary action. When it is necessary to take corrective measures, the actions should be appropriate to the nature of the offense consistent with applicable law, constructive and limited to that which is reasonably necessary to promote the District's educational objectives.

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is **not** considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants,

trespassing, property crimes, including but not limited to, theft and vandalism, occurring in the school as well as in the community.

Each of the behaviors described below may subject the student to disciplinary action, up to and including, suspension and/or expulsion from school. In all instances of suspension and/or expulsion with the exception of a student possessing a firearm, the District will consider the following factors before issuing discipline:

- a. The student's age.
- b. The student's disciplinary history.
- c. Whether the student is a student with a disability.
- d. Whether the violation or behavior committed by the student threatened the safety of any other student or staff member.
- e. Whether restorative practices will be used to address the violation or behavior committed by the student, AND
- f. Whether a lesser intervention would properly address the violation or behavior committed by the student.

Cross-reference:  
[MCL 380.1310d](#)

### **ELEMENTARY CODE OF CONDUCT**

The Elementary Code of Conduct details specific measures taken to assist our youngest students with learning and maintaining appropriate behavior in school. The District utilizes both proactive strategies which guide students toward social/emotional development and reactive strategies which may include discipline. The following core beliefs guide the structure of our elementary code of conduct.

#### **CORE BELIEFS**

All elementary schools within the Howell Public Schools District believe in:

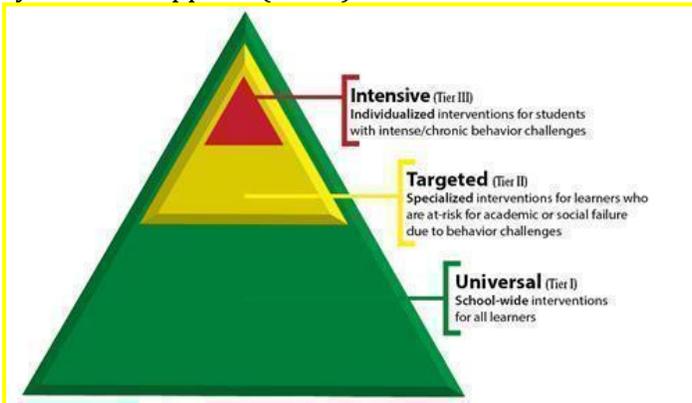
1. Providing a positive learning environment.
2. Teaching and practicing respect, responsibility, and safety.
3. Providing a safe and secure environment.
4. Sharing responsibility for behavior in partnership with students, staff, families, and community.

#### **PROACTIVE STRATEGY: POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)**

Elementary schools within the District employ Positive Behavioral Intervention & Support (PBIS) strategies. PBIS strategies treat appropriate behavior as a skill which can be taught by staff and learned by students. Staff teach behavior to students by clearly defining and regularly reviewing expectations via classroom rules and school-wide expectations and procedures. Students who model the expected behavior receive positive reinforcement. Students who are not modeling expected behavior are addressed. Expected behavior is reviewed again and students are encouraged to make different choices. While disciplinary consequences can result, the focus is on developing a rapport with students

wherein they partner with staff, take ownership for their behavior and the resulting consequences from their actions, and make better choices moving forward.

Similar to the District's academic support framework, the diagram below shows the Multi-Tiered Systems of Supports (MTSS) framework used to teach and address expected behavior.



Tier 1 (Universal) supports are school-wide instructions used with all students (e.g., Positivity Project). This instruction focuses on helping all students develop skills and attributes that build a safe, caring school community. While elementary schools within the District may implement and utilize different school-wide interventions, the goal of ensuring students understand and comply with behavioral expectations is the same.

Tier 2 (Targeted) supports are specialized interventions for students who are considered at-risk socially due to behavioral challenges. As shown by the second largest area of the triangle, these strategies are needed and effective with students who are exhibiting difficulty with adhering to behavior expectations for their grade level.

Tier 3 (Intensive) supports are individualized interventions for students who have intense/chronic behavioral challenges. As detailed by the smallest area of the triangle, these strategies are needed for a small group of students district-wide and are implemented individually based upon student needs. Ancillary staff including school psychologists and school social workers, in consultation with teachers and support staff, conduct Functional Behavior Assessments (FBAs) to determine the cause of the student's behavior. Results of this assessment can include the implementation of a student specific Positive Behavior Support Plan (PBSP), and/or a recommendation for an evaluation regarding whether or not the student is eligible for special education services or a Section 504 plan.

#### REACTIVE STRATEGY: ACCOUNTABILITY MEASURES FOR STUDENT BEHAVIOR

There are instances when a student's noncompliance with behavioral expectations is repeated or egregious enough to warrant accountability. The following pages detail examples of behaviors and potential disciplinary actions that may result. Please be advised: The following charts do not list all possible behavioral infractions. Additionally, the detailed consequences may or may not be appropriate depending upon the circumstances of each case. The District reserves the right for administration to determine the level and appropriateness of disciplinary action irrespective of the charts shown in the following pages. Lastly, while this section does speak to an Elementary Code of Conduct, the Student Code of Conduct as detailed in this Student/Parent Handbook in its entirety and Board Policy apply to all students enrolled in the District.

**REACTIVE STRATEGIES: CONSEQUENCES FOR BEHAVIOR INFRACTIONS (BK - 2<sup>nd</sup> Grade )**

<b>Elementary School</b> <b>Beginnergarten - 2<sup>nd</sup> Grade Behavior Consequence Rubric</b> <i>(Behaviors include but are not limited to those detailed below.)</i>			
Notes: Consequences are determined in accordance with the severity of the action and may defer from this chart. Individualized Behavior Plans (IBPs) may be developed for students at any time.			
<b>Level 1 - Disrespect towards others and teasing</b> Examples include:   •Goofing around   •Shoving/pushing   •Grabbing   •Play fighting   •Unkind gestures or looks •Name calling/teasing   •Behaviors that hurt feelings   •“Just kidding” and “No offense, but” mean remarks			
<u><b>First Time</b></u> •15 second intervention (address issue and how to correct behavior)  •Classroom documentation  •Verbal apology of action	<u><b>Second Time</b></u> •15 second intervention (address issue and how to correct behavior)  •Classroom documentation  •Verbal apology of action  •Removal from activity to think about actions	<u><b>Third Time</b></u> •15 second intervention (address issue and how to correct behavior)  •Office documentation  •Student calls home, or notifies parent of incident at pick-up  •Loss of classroom activity (recess/free time)  •Thinking It Over Form and Apology Form with adult assistance	<u><b>Fourth Time</b></u> •15 second intervention (address issue and how to correct behavior)  •Office documentation  •Student calls home or notifies parents of incident at pick-up  •Discuss with principal regarding behavior  •1 supervised lunch and/or recesses  •Thinking It Over Form and Apology Form with adult assistance
<b>Level 2 - Behavior that would hurt the feelings/body of others</b> Examples include:   •Shoving/pushing   •Hitting/slapping/kicking   •Grabbing/pinching   •Threatening •Throwing objects   •Tripping   •Spitting   •Swearing			
<u><b>First Time</b></u> •15 second intervention (address issue and how to correct behavior)  •Classroom documentation  •Verbal apology of action	<u><b>Second Time</b></u> •15 second intervention (address issue and how to correct behavior)  •Classroom documentation  •Removal from activity to think about actions  •Verbal apology of action	<u><b>Third Time</b></u> •15 second intervention (address issue and how to correct behavior)  •Office documentation  •Student calls home, or notifies parent of incident at pick-up  •Loss of classroom activity (recess/free time)  •Thinking It Over Form and Apology Form with adult assistance	<u><b>Fourth Time</b></u> •15 second intervention (address issue and how to correct behavior)  •Office documentation  •Student calls home or notifies parent of incident at pick-up  •Discuss with principal regarding behavior  •1 supervised lunch and/or recesses  •Thinking It Over Form and Apology Form with adult assistance

**REACTIVE STRATEGIES: CONSEQUENCES FOR BEHAVIOR INFRACTIONS (BK - 2<sup>nd</sup> Grade) (CONTINUED)**

<p style="text-align: center;"><b>Elementary School</b>                      Kindergarten - 2<sup>nd</sup> Grade Behavior Consequence Rubric  <i>(Behaviors include but are not limited to those detailed below.)</i></p>			
<p>Notes: Consequences are determined in accordance with the severity of the action and may defer from this chart. Individualized Behavior Plans (IBPs) may be developed for students at any time.</p>			
<p><b>Level 3 - Behavior that could injure others</b></p> <p>Examples include: •Punching/Fighting •Biting •Throwing objects with intent to hurt someone •Stealing                      •Damaging property •Retaliation •False reporting of aggressive behavior                      •Severe harassment or behavior that may injure self or others</p>			
<p><u>First Time</u></p> <ul style="list-style-type: none"> <li>•Classroom documentation</li> <li>•Student calls home</li> <li>•1 supervised lunch or recess</li> <li>•Thinking It Over Form and Apology Form with adult assistance</li> <li>•Parent meeting may be required</li> </ul>	<p><u>Second Time</u></p> <ul style="list-style-type: none"> <li>•Classroom documentation</li> <li>•Student calls home</li> <li>•2 supervised lunch and/or recesses</li> <li>•Thinking It Over Form and Apology Form with adult assistance</li> <li>•Parent meeting may be required</li> <li>•Discuss with principal regarding behavior</li> </ul>	<p><u>Third Time</u></p> <ul style="list-style-type: none"> <li>•Office documentation</li> <li>•Administration calls home</li> <li>•3 supervised lunches and/or recesses</li> <li>•Thinking It Over Form and Apology Form with adult assistance</li> <li>•Parent meeting may be required</li> <li>•Discuss with principal regarding behavior</li> <li>•1-2 hour in-school suspension at principal's discretion</li> </ul>	<p><u>Fourth Time</u></p> <ul style="list-style-type: none"> <li>•Office documentation</li> <li>•Administration calls home</li> <li>•4 supervised lunches and/or recesses</li> <li>•Half day in-school suspension at principal's discretion</li> <li>•Parent meeting is required</li> </ul>

*Please note:* Students in Kindergarten through 5<sup>th</sup> Grade are subject to the Code of Conduct in its entirety, not just areas specifically discussed in the Elementary Code of Conduct section.

**REACTIVE STRATEGIES: CONSEQUENCES FOR BEHAVIOR INFRACTIONS (3<sup>rd</sup> - 5<sup>th</sup> Grade)**

<b>Elementary School</b> <b>3<sup>rd</sup> - 5<sup>th</sup> Grade Behavior Consequence Rubric</b> <i>(Behaviors include but are not limited to those detailed below.)</i>			
<p>Notes: Consequences are determined in accordance with the severity of the action and may defer from this chart. Individualized Behavior Plans (IBPs) may be developed for students at any time.</p>			
<p><b>Level 1 - Behavior that is horseplay</b></p> <p>Examples include: •Goofing around •Shoving/pushing •Grabbing •Play fighting •Tripping •“Just kidding” and “No offense, but” mean remarks</p>			
<p><b>First Time</b></p> <ul style="list-style-type: none"> <li>•15 second intervention (address issue and how to correct behavior)</li> <li>•Classroom documentation</li> <li>•Verbal apology of action</li> </ul>	<p><b>Second Time</b></p> <ul style="list-style-type: none"> <li>•15 second intervention (address issue and how to correct behavior)</li> <li>•Classroom documentation</li> <li>•Verbal apology of action</li> <li>•Removal from activity to think about actions</li> </ul>	<p><b>Third Time</b></p> <ul style="list-style-type: none"> <li>•15 second intervention (address issue and how to correct behavior)</li> <li>•Office documentation</li> <li>•Student calls home, or notifies parent of incident at pick-up</li> <li>•1 supervised lunch or recess</li> <li>•Thinking It Over Form and Apology Form</li> </ul>	<p><b>Fourth Time</b></p> <ul style="list-style-type: none"> <li>•15 second intervention (address issue and how to correct behavior)</li> <li>•Office documentation</li> <li>•Student calls home or notifies parent of incident at pick-up</li> <li>•Discuss with principal regarding behavior</li> <li>•2 supervised lunch and/or recesses</li> <li>•Thinking It Over Form and Apology Form</li> </ul>
<p><b>Level 2 - Behavior that would hurt the feelings/body of others</b></p> <p>Examples include: •Teasing •Name calling •Put downs •Insulting Remarks •Mean/rude gestures/notes •Starting/spreading rumors •Swearing/inappropriate language •Graffiti •Playing a mean trick</p>			
<p><b>First Time</b></p> <ul style="list-style-type: none"> <li>•15 second intervention (address issue and how to correct behavior)</li> <li>•Classroom documentation</li> <li>•Verbal apology of action</li> </ul>	<p><b>Second Time</b></p> <ul style="list-style-type: none"> <li>•15 second intervention (address issue and how to correct behavior)</li> <li>•Classroom documentation</li> <li>•Student calls home, or notifies parent of incident at pick-up</li> <li>•1 supervised lunch and/or recesses</li> <li>•Thinking It Over Form and Apology Form</li> </ul>	<p><b>Third Time</b></p> <ul style="list-style-type: none"> <li>•15 second intervention (address issue and how to correct behavior)</li> <li>•Office documentation</li> <li>•Student calls home, or notifies parent of incident at pick-up</li> <li>•2 supervised lunches and/or recesses</li> <li>•Thinking It Over Form and Apology Form</li> </ul>	<p><b>Fourth Time</b></p> <ul style="list-style-type: none"> <li>•15 second intervention (address issue and how to correct behavior)</li> <li>•Office documentation</li> <li>•Student calls home or notifies parent of incident at pick-up</li> <li>•3 supervised lunch and/or recesses</li> <li>•Thinking It Over Form and Apology Form</li> <li>•Parent meeting required</li> </ul>

**REACTIVE STRATEGIES: CONSEQUENCES FOR BEHAVIOR INFRACTIONS (3<sup>rd</sup> - 5<sup>th</sup> Grade) (CONTINUED)**

<b>Elementary School</b> 3 <sup>rd</sup> - 5 <sup>th</sup> Grade Behavior Consequence Rubric <i>(Behaviors include but are not limited to those detailed below.)</i>			
Notes: Consequences are determined in accordance with the severity of the action and may defer from this chart. Individualized Behavior Plans (IBPs) may be developed for students at any time.			
<b>Level 3 - Behavior that could injure others</b> Examples include: <ul style="list-style-type: none"> <li>•Threatening/inappropriate language, swearing at someone</li> <li>•Taunting/ridiculing/humiliating</li> <li>•Hitting/kicking</li> <li>•Pinching</li> <li>•Spitting</li> <li>•Throwing objects</li> <li>•Biting</li> <li>•False reporting</li> <li>•Retaliating against others</li> </ul>			
<b><u>First Time</u></b> •15 second intervention (address issue and how to correct behavior)  •Classroom documentation  •Student calls home, or notifies parent of incident at pick-up  •1 supervised lunch or recess  •Thinking It Over Form and Apology Form	<b><u>Second Time</u></b> •15 second intervention (address issue and how to correct behavior)  •Classroom documentation  •Student calls home, or notifies parent of incident at pick-up  •2 supervised lunches or recesses  •Thinking It Over Form and Apology Form	<b><u>Third Time</u></b> •15 second intervention (address issue and how to correct behavior)  •Office documentation  •Student calls home, or notifies parent of incident at pick-up  •3 supervised lunch or recess  •Thinking It Over Form and Apology Form  •Parent meeting may be required	<b><u>Fourth Time</u></b> •15 second intervention (address issue and how to correct behavior)  •Office documentation  •Administration calls home  •4 supervised lunches and/or recesses  •Thinking It Over Form and Apology Form  •Parent meeting is required
<b>Level 4 - Severe Physical Contact</b> Examples include: <ul style="list-style-type: none"> <li>•Punching/fighting</li> <li>•Stealing</li> <li>•Damaging property</li> <li>•Racial/ethnic or sexual name-calling</li> <li>•Severe harassment or behavior that may injure self or others</li> </ul>			
<b><u>First Time</u></b> •Classroom documentation  •Removal from classroom/activity  •Student calls home, or notifies parent of incident at pick-up  •3 supervised lunches and/or recesses OR out-of-school suspension  •Thinking It Over Form and Apology Form  •Parent meeting may be required	<b><u>Second Time</u></b> •Classroom documentation  •Removal from classroom/activity  •Mandatory parent/guardian pick-up from school  •4 supervised lunches and/or recesses OR out-of-school suspension  •Thinking It Over Form and Apology Form  •Parent meeting may be required	<b><u>Third Time</u></b> •Office documentation  •Removal from classroom/activity  •Mandatory parent/guardian pick-up from school  •5 supervised lunches and/or recesses OR out-of-school suspension  •Thinking It Over Form and Apology Form  •Parent meeting is required	<b><u>Fourth Time</u></b> •Office documentation  •Removal from classroom/activity  •Mandatory parent/guardian pick-up from school  •Mandatory out-of-school suspension  •Thinking It Over Form and Apology Form  •Parent meeting is required

*Please note:* Students in Kindergarten through 5<sup>th</sup> Grade are subject to the Code of Conduct in its entirety, not just areas specifically discussed in the Elementary Code of Conduct section.

### **Aiding or Abetting Violation of School Rules**

Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. If a student assists another student in violating any school rule, they will be disciplined and may be subject to disciplinary action, up to and including, suspension or expulsion.

### **Arson**

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, or on school grounds or other school property, the District will consider factors detailed in law and the student may be expelled from the school district permanently, subject to possible reinstatement provided for in law. Police report filed.

Cross-reference:

[MCL 380.1310d](#)

[MCL 380.1311\(2\)](#)

[Policy 5610 Emergency Removal, Suspension, and Expulsion of Students](#)

[Guideline 5540A Relationship With Governmental Agencies](#)

[MCL 750.71](#) to [MCL 750.79](#)

### **Attendance – Consequences of Excessive Absences or Tardies**

- A. **Excessive absences:** Students who fail to attend school regularly shall be subject to any and all of the following:
1. Warning verbal and written.
  2. Detention.
  3. Social probation.
  4. Out-of-school suspension: Students who are suspended are allowed to make up any work that they missed. For participation courses, the make-up work may involve scheduling time with the individual teacher to make up the activity or project that is missing.

Continual violation of the above could subject the parent(s)/guardian(s)/student(s) to court action through filing of truancy.

- B. **Excessive tardies:** When a student enters a classroom after the bell rings, it is disruptive to the learning process. Consequences for excessive tardies (per class):
1. Warning verbal and written.
  2. Detention.
  3. Social probation.
  4. Out-of-school suspension: Students who are suspended are allowed to make up any work that they missed. For participation courses, the make-up work may involve scheduling time with the individual teacher to make up the activity or project that is missing.

### **Blackmail**

The term “blackmail” means attempting to obtain property, money or advantage by use of violence or threats. Violations of this rule will result in disciplinary action, up to and including, suspension or expulsion. Police report filed.

### **Bomb Threats or False Fire Alarm**

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat at a school building, other school property, or a school-related event, the District will consider factors detailed in law and the student may be expelled from the school district permanently, subject to possible reinstatement provided for in law. Police report filed.

A student enrolled below grade 6 who makes a bomb threat or similar threat at a school building, other school property, or a school-related event will be subject to appropriate disciplinary action, up to and including, suspension or expulsion. Police report filed.

Cross-reference:

[MCL 380.1310d](#)

[MCL 380.1311a\(2\)](#)

[Policy 5610 \*Emergency Removal, Suspension, and Expulsion of Students\*](#)

[Policy 5772 \*Weapons\*](#)

[Guideline 5540A \*Relationship With Governmental Agencies\*](#)

### **Breathalyzer**

If a student refuses to take the test, he/she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked.

### **Bullying**

The Board will not tolerate any gestures, comments, threats, or actions to a student that cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This applies to all activities in the District, including activities on school property and those occurring off school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control.

"Bullying" – intimidation of others by acts including but not limited to:

- A. Threatened or actual physical harm;
- B. Unwelcome physical contact;
- C. Threatening or taunting verbal, written or electronic communications;
- D. Taking or extorting money or property;
- E. Damaging or destroying property;
- F. Blocking or impeding student movement;
- G. Electronically transmitted acts referred to as "*Cyberbullying*"– (i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) for text messaging, instant messaging, blog websites or online bullying through social networking sites (e.g., Facebook, Kik, Twitter, etc.) to harass through unpleasant or aggressive messages. To cyberbully is a crime in the State of Michigan. For additional information, please read the section below entitled, "*Cyberbullying*."

All students of the District are protected under Board policy. Bullying is prohibited without regard to its subject matter or motivating animus. Board policy regarding bullying is distributed to all new hires

of the District, published annually in this handbook and annually in the Scanner – What Parents Need to Know, made available online, and is discussed with students.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a building administrator, counselor, teacher or a complaint coordinator. Students may choose to report to a person of the student’s same sex.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Retaliation against student victims of bullying or student witnesses who are complying with an investigation regarding bullying is prohibited and may result in disciplinary action, up to and including expulsion. In most cases, investigations will be completed by building principals. Parents/guardians of victims of and perpetrators to bullying will be notified by telephone, e-mail or US mail.

Each school within the District complies with annual reporting to the Board and the Michigan Department of Education regarding all verified incidents of bullying including the resulting consequences, including discipline and referrals.

Complaint coordinators for the District are Assistant Superintendent of Labor Relations and Personnel (517) 548-6241 or the Superintendent (517) 548-6234.

Cross-reference:

[MCL 380.1300a; 380.1310b \(Matt Epling Safe School Law\)](#)

[Policy 5517 Anti-Harassment and Guideline 5517 Anti-Harassment](#)

[Policy 5516 Student Hazing](#)

[Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students](#)

### **Burglary**

The term “burglary” means the breaking and entering with the intent to commit a felony. Violations of this rule will result in disciplinary action, up to and including, suspension or expulsion. Police report filed.

### **Cell Phones**

Students are advised to leave cell phones at home or in their lockers if brought to school. Students who bring a cell phone to classes will be required to place it in the collection area of the classroom for phones. Classrooms will have a means of collecting devices safely during instructional time. The District assumes no responsibility for student cell phones that are lost, stolen or damaged when brought to school.

#### **Cell Phones – Kindergarten - Grade 8**

Students must keep their cell phone off, out of their hands and out of sight. Students caught using their cell phones will be subject to the following disciplinary action:

- A. First Offense – Confiscated and device returned at the end of the day.
- B. Second Offense – Confiscated, student notifies parent of incident and device returned at the end of the day.
- C. Third Offense - Confiscated, parent picks up device.

- D. Subsequent Offenses – Possible loss of privilege to bring cell phone to school and/or appropriate disciplinary action.
- E. **Note:** Also see disciplinary guidelines for use of wireless communication devices (WCDs).

### Cell Phones – Grades 9-12

It is expected that students use their cell phones in an appropriate manner and at appropriate times. Recreational use of a cell phone (i.e. texting friends, watching YouTube videos for leisure, etc.) is prohibited during class time. Misuse of a cell phone may result in loss of the privilege and/or a meeting with school administration. **Note:** See disciplinary guidelines for use of wireless communication devices (WCDs).

### **Criminal Sexual Conduct**

If a student commits criminal sexual conduct in a school building or on school grounds or commits criminal sexual conduct against another student enrolled in the same school district, the District will consider factors detailed in law and the student may be expelled from the school district permanently, subject to possible reinstatement provided for in law. Police report filed. Additionally, if a student pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district, the student shall be expelled from the school district permanently, subject to possible reinstatement provided for in law.

Cross-reference:

[MCL 380.1310d](#)

[MCL 380.1311](#)

### **Cyberbullying**

The Revised School Code in MCL 380.1310b commonly referred to as the “Matt Epling Safe School Law”, defines cyberbullying as *“any electronic communication that is intended or that a reasonable person would know if likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:*

- (i) Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.*
- (ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district’s educational programs or activities by placing in reasonable fear of physical harm or by causing substantial emotional distress.*
- (iii) Having an actual and substantial detrimental effect on a pupil’s physical or mental health.*
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.”*

Additionally, cyberbullying is now considered a crime in Michigan. Details regarding what type of cyber activity rises to the level of criminal behavior is defined in the Michigan Penal Code. Specifically, MCL 750.411x, defines the criminal act of cyberbullying as:

*“... posting a message or statement in a public media forum about any other person if both of the following apply:*

- (i) The message or statement is intended to place a person in fear of bodily harm or death and expresses an intent to commit violence against the person.*
- (ii) The message or statement is posted with the intent to communicate a threat or with knowledge that it will be viewed as a threat.”*

The legislation details consequences for convictions of criminal cyberbullying that range from a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500.00, or both, to imprisonment for not more than ten (10) years or a fine of not more than \$10,000.00, or both.

Students, who have committed cyberbullying by either definition, will be subject to appropriate disciplinary action, up to and including, suspension or expulsion. Police report will be filed regarding the criminal definition of cyberbullying.

Cross-reference:

[Policy 5517 Anti-Harassment](#) and [Guideline 5517 Anti-Harassment](#)  
[MCL 1310b "Matt Epling Safe School Law"](#)  
[MCL 750.411x](#)

### **Damage to Property**

The term "damage to property" includes but is not limited to, vandalism, graffiti and disregard for school property. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student and/or his/her parents/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to appropriate disciplinary action, up to and including, suspension and expulsion.

### **Defamation**

The term "defamation" means someone who uses language to berate or publicly impugn the person (status, race, creed, gender, sexual orientation, etc.) or reputation of another. Violations of this rule will result in a ten (10) days suspension, long-term suspension or expulsion. Police report filed.

### **Dishonesty**

The term "dishonesty" means someone who cheats, forges, or plagiarizes any school assignment, hall pass/bus pass or excuse as well as false I.D.'s. Violations of this rule will result in academic penalties and appropriate disciplinary action, up to and including, suspension and expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, he/she will fail the exam and receive disciplinary action, up to and including, suspension or expulsion. He/she also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

### **Disobedience**

School staff is acting "in loco parentis," which means they are allowed by law to direct student(s) as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Persistent disobedience can result in disciplinary action, up to and including, suspension or expulsion.

### **Displays of Affection**

The term "displays of affection" includes touching, petting, or any other contact that may be considered sexual in nature. Students demonstrating affection between each other is personal and not meant for public display. Violations of this rule will result in disciplinary action, up to and including, verbal warning, Title IX reporting, parent conference, and suspension or expulsion.

## **Disruptive Behavior**

A student who behaves in a dangerous or disruptive manner will be subject to disciplinary action, up to including, suspension or expulsion.

## **Dress Code (Attire Including Facial Coverings)**

If a student violates the dress code, the student will be given an opportunity to correct the violation. School personnel will communicate with the student and his/her parent/guardian about the violation. If there is any doubt about dress and appearance, the building principal will make the final decision. A student who continues to violate the dress code will be subject to appropriate disciplinary action.

Cross Reference:

[Policy 5511 Dress and Grooming](#)

## **DRUGS, ALCOHOL AND TOBACCO/VAPOR PRODUCTS**

### **(1) Possession/Use**

#### **Drugs & Alcohol**

Possession and/or use of alcoholic beverages and/or any illegal or unauthorized medicines, inhalants, mood altering substances, drugs, drug paraphernalia<sup>1</sup> (i.e., any equipment, products or materials of any kind which are used, intended for use, or designed for use, in storing, concealing, containing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance) or narcotics or other controlled substances or counterfeit substances not intended for human consumption or controlled substance analogue intended for human consumption (not medically prescribed for individual) is prohibited at any time on District property, within the Drug-Free Zone, District provided transportation, or any District-related event. This includes non-prescription over-the-counter medications and look-alikes.

#### **Tobacco & Vapor Products**

Possession and/or use of any form of tobacco product, vapor product, alternative nicotine delivery product and/or all associated paraphernalia, is prohibited at any time on District property, within the Drug-Free Zone, District provided transportation, or any District-related event.

“*Tobacco Product*” shall mean a product that contains tobacco and is intended for human consumption, including, but not limited to, cigarettes, non cigarette smoking tobacco, or smokeless tobacco and cigars as those terms are defined in [Section 2 of the Tobacco Products Tax Act, 1993 PA 327, MCL 205.422](#).

“*Vapor Product*” shall mean a noncombustible product, which may or may not contain nicotine, which employs a heating element, power source, electronic circuit, or other electric, chemical or mechanical means, regardless of the shape or size that can be used to produce vapor from a solution and/or any other form. Vapor products include but are not limited to electronic cigarettes (E cigarettes), electronic cigars, electronic cigarillos, electronic pipes and other similar products or devices, and a vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

---

<sup>1</sup> The term “drug paraphernalia” includes but is not limited to, metal, wooden, acrylic, glass, stone, plastic, water or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls; water pipes; roach clips: meaning objects used to hold burning material, such as a marijuana cigarette; bongs, wired cigarette papers.

*“Alternative Nicotine Delivery Products”* shall mean a noncombustible product containing nicotine that is intended for human consumption whether chewed, absorbed, ingested by any other means. FDA approved cessation products containing nicotine, when properly procured either via a prescription or a medical doctor’s recommendation, to control an alternative nicotine problem or addiction, shall be a defense to liability under the sub-section, [656.01\(a\) of the Howell City Code, Ordinance No. 919](#).

*“Paraphernalia”* shall mean all items associated with tobacco products, vapor products and alternative nicotine delivery products, including but not limited to batteries, chargers, lighters, and/or oils.

### **Disciplinary Consequences for Possession/Use**

A. **First Offense** – Up to ten (10) day suspension. Police report filed. When appropriate and with administrator approval, up to five (5) days suspension can be mitigated if:

1. The student participates in an assessment by a certified substance abuse counselor. The District will offer families a list of community resources, a substance abuse assessment will be at the expense of the family and,
2. The student and his/her family will follow the treatment program prescribed by the assessment at the expense of the family.

Upon providing proof of completing step 1 above, the student may return to school after serving the assigned suspension. If the agreed upon intervention is not completed within six (6) weeks, remaining days of the suspension will be implemented. Proof of attendance and/or treatment is required and must be provided to the school administrator. At that time, up to five (5) of the remaining days of the suspension will be waived.

Any student who opts to mitigate the suspension shall be immediately placed on strict behavioral probation (if student returns to school). In addition, it is understood that the substance abuse counselor and/or school administration may require any student involved in substance abuse to satisfactorily participate in support services established for them during the probationary period.

B. **Second Offense** – Minimum suspension of ten (10) days.

C. **Third Offense or more** - Additional disciplinary action that may include, but is not limited to, revocation of school privileges (e.g., parking passes, ability to attend and/or participate in social and/or athletic events), long-term suspension and/or expulsion. Police report filed for narcotics.

### **(2) Selling/Distribution**

Selling, distributing, providing, or attempting to provide or to sell alcoholic beverages and/or any illegal or unauthorized medicines, inhalants, mood altering substances, drugs, or narcotics or other controlled substances or counterfeit substances not intended for human consumption or controlled substance analogue intended for human consumption (not medically prescribed for individual), tobacco and vapor products is prohibited at any time on District property, within the Drug-Free Zone, District provided transportation, or any District-related event. This includes non-prescription over-the-counter medications and look-alikes. Violations of this rule will result in a due process hearing and disciplinary action, up to and including, suspension or expulsion. Police report filed.

### **(3) Purchasing/Receiving**

Purchasing or receiving or attempting to receive alcoholic beverages and/or any illegal or unauthorized medicines, inhalants, mood altering substances, drugs, or narcotics or other controlled substances or counterfeit substances not intended for human consumption or controlled substance analogue intended for human consumption (not medically prescribed for individual), tobacco and vapor products is prohibited at any time on District property, within the Drug-Free Zone, District provided transportation, or any District-related event. This includes non-prescription over-the-counter medications and look-alikes. Violations of this rule will result in disciplinary action, up to and including, suspension or expulsion. Police report filed.

Cross-reference:

[MCL 380.1318](#)

[Policy 5530 Drug Prevention and Guideline 5530 Drug Prevention](#)

[Policy 5532 Performance-Enhancing Drugs / Compounds](#)

[Policy 5771 Search and Seizure](#)

### **Explosives**

The term “explosives” means explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers. Students will not possess, handle, transmit, conceal, or use any explosives on school property or at any school-related event. Device(s) will be immediately confiscated. Violations of this rule could result in disciplinary action, up to and including, suspension or expulsion. Police report filed.

### **Extortion**

The term “extortion” means the use of threat, intimidation, force, or deception expressed or implied to take, or receive something from someone else. Violations of this rule will result in disciplinary action, up to and including, suspension or expulsion. Police report filed.

### **False Alarms/False Reports**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in ten (10) days suspension, long-term suspension or expulsion. Police report filed.

### **Fighting/Horseplay**

A student who engages another physically with or without intent to harm - based upon the student’s history and the seriousness of the incident, the student may receive disciplinary action, up to and including, detention to ten (10) days suspension.

### **Food Fights**

Students who engage in food fights will face disciplinary consequences including restitution, as well as loss of privileges to attend school activities. Suspensions assigned at the end of a school year will, if necessary, carry forward to the ensuing school year.

### **Gambling**

The term “gambling” means someone who sets up, operates or engages in casual betting, betting pools, organized-sports betting, and/or any other form of wagering or engages in any game of chance for other gain or valuables. Violations of this rule will result in disciplinary action, up to and including one (1) to three (3) days suspension. Students who bet on an activity in which they are involved may also be banned from that activity.

### **Gang Activity**

Students will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction of the educational process. "Gangs" are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the District's educational mission.

The term "gang activity" includes any one of the following:

- Wearing, possessing, using, distributing, selling or displaying any clothing, jewelry, colors, insignia, paraphernalia or other items that intentionally identifies the student as a member of a gang, or which could be reasonable regarding as otherwise symbolizing support of a gang,
- Using any verbal or nonverbal gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang,
- Gathering of two or more persons for purposes of engaging in activities or discussion promoting gangs,
- Recruiting student(s) for gangs,
- Requesting any person to pay for protection or otherwise intimidate, harass or threaten any person,
- Commit any other illegal act or other violation of District policies,
- Incite other students to act with physical violence upon another person.

Violations of this rule will result in appropriate disciplinary action, up to and including, suspension or expulsion from school. Police report filed. Parents and police will be notified of any suspected gang activity.

### **HARASSMENT (INCLUDING SEXUAL HARASSMENT) & INTIMIDATION**

Harassment and intimidation of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. No person shall harass or intimidate another based upon race, color, national origin, sex, sexual orientation, gender identity, failure to comply with gender stereotypes, disability, age, religion, height, weight, or marital status.

The District will not tolerate harassing or intimidating conduct whether verbal, physical, or visual, including electronically transmitted methods, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile or offensive educational environment. This includes the possession, publication or distribution of printed material to engage in sexism, racism or other acts of hate. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Examples of prohibited conduct may include, but are not limited to:

- A. Name-calling, using derogatory slurs;

- B. Causing psychological harm;
- C. Threatening or causing physical harm;
- D. Wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Sexual harassment** has no place in the school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's education right, privilege, advantage or opportunity or which created an intimidating, hostile or offensive educational environment. Examples of sexual harassment may include, but are not limited to:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, pictures etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Speculating or spreading rumors about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Students who believe they are victims of intimidation or harassment or have witnessed such activities are encouraged to discuss the matter immediately with a teacher, a counselor, an assistant principal, the principal, or the Assistant Superintendent of Labor Relations and Personnel. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook including but not limited to suspension and expulsion consistent with the Student Code of conduct, Board Policy and Administrative Guidelines. Parents of students who have engaged in the above behavior will be notified.

Retaliation against any person for complaining about harassment or intimidation, or participating in a harassment or intimidation investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment and intimidation. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, report it and allow the administration to determine the appropriate course of action.

Cross-reference:

[MCL 380.1300a](#); [380.1310b \(Matt Epling Safe School Law\)](#)

[Policy 5517 Anti-Harassment](#) and [Guideline 5517 Anti-Harassment](#)

[Policy 5516 Student Hazing](#)

[Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students](#)

[U.S. Department of Education - Title IX and Sex Discrimination](#)

[U.S. Department of Education - Summary of Title IX Changes](#)

### **Hate Literature**

A student who possesses, publishes or distributes printed material to engage in sexism, racism, or other acts of hate will be subject to disciplinary action, up to and including, suspension and expulsion. Police report filed.

### **Hazing**

Hazing activities of any type are inconsistent with the education process, a violation of Michigan criminal law, and are prohibited at all times. Students will not engage in or participate in any behavior that is included in the definition of hazing. The term “hazing” means any intentional, knowing or reckless act by a person acting alone or acting with others that is directed against individual(s) and that person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. The term “organization” means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Cross-reference:

[MCL 380.1310b \(Matt Epling Safe School Law\)](#); [MCL 750.411t](#)

[Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students](#)

[Policy 5516 Student Hazing](#)

[Policy 5517 Anti-Harassment](#) and [Guideline 5517 Anti-Harassment](#)

### **Inappropriate behavior of a sexual nature**

A student who engages in inappropriate behavior of a sexual nature (an occurrence that is not repetitive in nature) will be subject to disciplinary action, up to and including, one (1) to ten (10) days suspension, long-term suspension or expulsion.

### **Insubordination**

A student who refuses to comply in a timely and orderly fashion with the request of a school employee or volunteer will be subject to disciplinary action, up to and including, one (1) to ten (10) days suspension, long-term suspension or expulsion.

### **Larceny**

The term “larceny” means taking unauthorized possession of another’s property. Violations of this rule will result in disciplinary action, up to and including, one (1) to ten (10) day(s) suspension, long-term

suspension or expulsion. Students will also be subject to returning possession or restitution. Police report filed.

### **Lying**

Students who are dishonest during the course of an investigation or who make false reports will face disciplinary action, up to and including, suspension or expulsion.

### **Obscene Gestures**

The term “obscene gesture” means engaging in inappropriate behaviors (e.g., spitting, obscene language or gestures). Violations of this rule will result in disciplinary action, up to and including, one (1) detention, Saturday School or three (3) days suspension.

### **Persistent Misbehavior**

Students who accumulate five (5) or more referrals in a given school year may face appropriate disciplinary action, up to and including, being placed on strict probation, ten (10) days suspension, long-term suspension, or expulsion.

Cross-reference:

[MCL 380.1310d](#)

### **Physical Assault Upon An Employee/Volunteer/Contractor**

The term “physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. If a student in grade 6 or above commits physical assault against an employee, volunteer or contractor of the District, at school or on school grounds, on District provided transportation or at District related events, student shall be expelled permanently, subject to possible reinstatement provided for in the law. Police report filed.

Cross-reference:

[MCL 380.1310d](#)

[MCL 380.1310; 380.1311a](#)

[Policy 5600 Student Discipline](#)

[Policy 5610 Emergency Removal, Suspension, and Expulsion of Students](#)

[Policy 5611 Due Process Rights](#)

### **Physical Assault Upon Another Student**

The term “physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. Subject to prior consideration of factors detailed in law, any student in grade 6 or above who commits physical assault against another student, at school or on school grounds, on District provided transportation or at District related events, shall be suspended or expelled for up to one hundred and eighty (180) school days. Police report filed.

Cross-reference:

[MCL 380.1310d](#)

[MCL 380.1310; 380.1311a](#)

[Policy 5600 Student Discipline](#)

[Policy 5610 Emergency Removal, Suspension, and Expulsion of Students](#)

[Policy 5611 Due Process Rights](#)

### **Profanity**

The term “profanity” includes any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community

held standards of good taste. Violations of this rule will result in disciplinary action, up to and including, ten (10) days suspension, long-term suspension or expulsion.

### **Refusing to Accept Discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal may result in disciplinary action such as suspension or expulsion.

### **Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, he/she is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to disciplinary action, up to and including, suspension or expulsion.

### **Threats Against a District Employee/Volunteer/Contractor**

The term “threat” means any willful verbal, written, or electronically transmitted statement that is intended to place another in fear of immediate physical contact that will be painful and injurious, coupled with the apparent ability to execute the act. Subject to prior consideration of factors detailed in law, any student in grade 6 or above who threatens a District employee, volunteer or contractor may be suspended or expelled up to one hundred and eighty (180) school days. Police report filed.

Cross-reference:

[MCL 380.1310d, 380.1311\(a\)2](#)

### **Threats Against Another Student**

The term “threat” means any willful verbal, written, or electronically transmitted statement that is intended to place another in fear of immediate physical contact that will be painful and injurious, coupled with the apparent ability to execute the act. Any student who verbally assaults another student will be subject to disciplinary action, up to and including, suspension or expulsion. Police report filed.

### **Transportation Devices**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action, up to and including, suspension or expulsion. Students violating this expectation can also expect forfeiture of transportation devices when demanded by any school employee. There is also the potential for fines and/or restitution for any damage (to cement/concrete/other edges/surfaces) caused by or advanced by the action of transportation devices on any school property.

### **Transportation (Bus) Violations**

Please refer to Section IV - Transportation for a list of possible violations and consequences.

### **Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school

property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in disciplinary action, up to and including, suspension or expulsion.

### **Unauthorized Area**

A student who is in an unauthorized area (including but not limited to being in a restroom stall with another person) without permission may be subject to disciplinary action, up to and including, detention, Saturday school or up to three (3) days suspension.

Howell High school is a closed campus. Students are not permitted to leave campus during the school day without prior parent permission.

### **Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by Board policy and administrative guidelines. Violations of this rule could result in disciplinary action, up to and including, suspension or expulsion.

### **Vandalism (Graffiti)**

The term “vandalism” (graffiti) means a student who intentionally harms, destroys, defaces and/or renders unusable the property of another or of the school. Violations of this rule will result in disciplinary action, up to and including, one (1) to ten (10) days suspension, long-term suspension or expulsion. Police report filed.

### **Violation of Individual School/Classroom Rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in disciplinary action.

### **Weapons**

A. If a student possesses a dangerous weapon (except a firearm) in a weapon free school zone, the District will consider factors detailed in law and the student may be expelled permanently subject to possible reinstatement provided for in the law. Police report filed.

The term “dangerous weapon” is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

The District is *not required* to expel a student for possessing a weapon if the student establishes in a “clear and convincing manner” at least one (1) of the following:

- (a) The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- (b) The weapon was not knowingly possessed by the student.
- (c) The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon.
- (d) The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

- B. As a matter of District policy, the Board of Education may exercise its discretion to expel a student for possession of an object on school property or in a school vehicle that may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, paintball gun, pellet gun, look-alike gun, knife with a blade three (3) inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper or the like. Violations of this rule will result in disciplinary action, up to and including expulsion. Police report filed.
- C. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited, to padlocks, pens, pencils, laser pointers, jewelry and so on. Violations of this rule may result in disciplinary action, up to and including expulsion. Police report file.

School officials shall immediately contact the student's parent/guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object that may be used to cause or threaten harm to others.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Cross-reference:

[MCL 380.1310d, 380.1311\(2\)](#)

[Policy 5610 \*Emergency Removal, Suspension, and Expulsion of Students\*](#)

[Policy 5630 \*Corporal Punishment\*](#)

[Policy 5772 \*Weapons\*](#) and [Guideline 5772 \*Weapons\*](#)

[Policy 7217 \*Weapons\*](#)

### **Wireless Communication Devices (WCDs)**

A student may possess a wireless communication device(s) (WCDs) or other electronic communication device(s) (ECDs) and electronic storage device(s) (ESDs) in school, on school property, at after-school activities, and at school-related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off. Except as authorized under Board policy, use of WCDs/ECDs/ESDs in school, on school property, at after-school activities and at school-related functions will be subject to disciplinary action, up to and including, suspension or expulsion.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action, up to and including, suspension or expulsion. Police report filed.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging or social media sites via posts and/or direct messaging capabilities. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to possible confiscation of the WCD and discipline, up to and including, suspension or expulsion. Police report filed.

Cross-reference:

[Policy 5136 Personal Electronic Devices](#)

[Policy 5600 Student Discipline](#)

[Policy 5630 Corporal Punishment](#)

[Policy 7540.03 Student Technology Acceptable Use and Safety](#) and [Guideline 7540.03 Student Technology Acceptable Use and Safety](#)

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (“IDEA”) and the Americans with Disabilities Act (“ADA”), the Americans with Disabilities Act Amendments Act (“ADAAA”), and/or Section 504 of the Rehabilitation Act of 1973. Under the provisions of the IDEA, school authorities may suspend special education students for disciplinary purposes, up to ten (10) school days, to the same extent removal would be applied to nondisabled students and without providing services. When a special education student’s suspension days go beyond ten (10) cumulative days in a school year, schools are responsible for providing educational services while the student serves their days of suspension.

Manifestation Determination Review (MDR) - Within ten (10) school days of any decision to change the placement of a student with a disability because of a violation of the Student Discipline Code, the Howell Public Schools, parents and relevant members of the Individualized Educational Program (IEP) team will review all relevant information provided by the parent(s)/guardian(s) to determine if conduct subject to discipline was:

- Caused by, or was in direct and substantial relationship to, the child’s disability; or;
- A direct result of the District’s failure to implement the IEP.

If either statement is true, the behavior is considered a manifestation of the student’s disability, and the disciplinary response is immediately discontinued and the IEP team will conduct a Functional Behavioral Assessment (FBA) and implement a Behavioral Intervention Plan (BIP) for the child, or if a BIP has been developed, review the existing plan and modify it as necessary to address the behavior. The District will take immediate steps to remedy any deficiencies in the implementation of the current IEP.

If the behavior is not a manifestation, the disciplinary consequences will proceed and the team will determine how the student’s Free and Appropriate Public Education (“FAPE”) will continue.

When the behavior subject to disciplinary actions involves drugs, dangerous weapons, or if the student is deemed to be a danger to him/her or others, the IEP team shall determine an interim alternative placement and services for up to forty-five (45) school days.

Cross-reference:

[Policy 5605 Suspension/Expulsion of Students with Disabilities](#)

[Guideline 5605A Disciplining Students with Disabilities \(IDEA Eligible\)](#)

[Policy 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability](#)

## **TYPES OF DISCIPLINE**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's

responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible; informal and formal.

A. Informal discipline takes place within the school. It can include a change of seating or location, writing assignments, altered schedules, lunch-time and/or after-school detention, in-school restriction, social probation, Saturday school, and/or assigned school service, to be performed after school or during lunch periods.

1. Detention – Detention is a short-term consequence that may be used before or after school or during lunch times.
2. Saturday School – Saturday school will be in session from 7:30 a.m. to 9:30 a.m. Each student shall arrive with sufficient educational materials to remain busy during Saturday school.

A student missing any portion of his/her assigned time in Saturday school may be given an additional Saturday school. Failure to timely serve Saturday school assignment(s) may lead to a suspension from school.

The following rules shall apply to Saturday school:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.

Transportation to and from Saturday school shall be the responsibility of the student.

3. Strict Probation – Students who have received three (3) referrals in any one semester or have committed a Student Discipline Code violation resulting in a five (5) day suspension can be placed on strict probation. Once on strict probation, further offenses will result in consequences, up to and including, suspension or expulsion.

B. Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, long-term suspension, and/or expulsion from school. Suspensions and expulsions may carry over into the next school year.

Snap Suspension – Exclusion of a student from a class, subject, or activity by a teacher for one full school day if the student engages in conduct which unquestionably interferes with the education of him/herself or other students or teacher has good reason to believe a student has engaged in conduct which poses a clear and present danger to him/herself or other students.

Suspension – Exclusion of a student from school for less than 60 school days. Types of suspension include:

Short-term suspension – Exclusion from school for ten (10) or less school days.

Long-term suspension – Exclusion from school between 11 and 59 school days.

Expulsion – Exclusion of a student from school for 60 or more school days or permanent expulsion.

Permanent expulsion means a student is permanently excluded from returning to the school district unless they successfully petition for reinstatement. Michigan law prescribes a process by which a student may appeal to the District to be reinstated as a student. Permanently expelled students may petition for reinstatement to the school district after being excluded from school for 150 school days. If students are successful in their petition for reinstatement, they may return to school after being excluded from school for 180 school days. Additional information regarding the reinstatement process is detailed in the next section, Due Process Rights.

#### Notice and Hearings

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

When a student is being considered for long-term suspension (in excess of 10 days) or expulsion, a formal hearing is scheduled with the Assistant Superintendent of Labor Relations and Personnel and the student and parents/guardians will be given written notice of the hearing and will be expected to attend. The Assistant Superintendent then takes testimony and determines if a recommendation to expel is to be made to a Student Disciplinary Committee made up of members of the Board of Education.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

Cross-reference:

[Policy 5610 Emergency Removal, Suspension, and Expulsion of Students](#)

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. Due process is the right of the accused to:

- A. Oral or written notice of charges;
- B. An opportunity to state his/her perspective;
- C. An opportunity to ask questions for defense; and
- D. Have access to an appeal process.

Howell Public Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. Whenever a student is suspended by a school administrator they will notify the parents/guardians prior to the suspension. Notification shall include the reasons for the suspension and the steps necessary for the student to return to school.

Students are not permitted on the grounds of the Howell Public Schools during the period of suspension. Therefore, it is the responsibility of the parent/guardian and student to make arrangements to pick up homework assignments. It is the responsibility of the student to turn in

homework due upon his/her return to class (or the parent/guardian can drop off during the suspension). Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned. In the case of out-of-school suspensions that exceed three (3) days, teachers will provide homework to the school office within twenty-four (24) hours of notice of suspension.

### **Short-Term Suspension from School**

If a disciplinary action does not result in removal from school or results in a removal from school for five (5) consecutive days or less, it is not appealable beyond the building principal. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal/assistant principal.

In the event that an administrator acts to suspend a student from school for more than five (5) consecutive days but less than ten (10) consecutive days, a parent or guardian may initiate an appeal according to the following chain of command:

- A. In the case of action taken by an assistant principal, any appeal must be made to the supervising principal. The decision of the supervising principal shall be final. When the decision of a building principal is at issue, any appeal must be made to the Assistant Superintendent of Labor Relations and Personnel. The decision of the Assistant Superintendent shall be final.
- B. Appeals must be scheduled within forty-eight (48) hours of the action taken. All appeal hearings will be held during business hours. During the appeal process, the student will remain on suspension.

The appeal/hearing shall be conducted in a private meeting and the student must be present and represented. The student has the right to be represented by legal counsel at any point in the process.

A student being considered for suspension of more than ten (10) days will be given due process as described in the following section.

### **Long-Term Suspension or Expulsion From School**

When a student is being considered for long-term suspension (removed from school for more than ten (10) school days) or expulsion (removed from school for more than 60 school days), the student will receive a formal letter of notification addressed to the parents/guardians.

Consistent with Michigan law, the District adopts a rebuttable presumption that students should not be disciplined by removal from school for longer than ten (10) days *unless* the District has considered specific factors when determining whether or not a suspension and/or expulsion is the appropriate disciplinary consequence for the violation. These factors are prescribed by law and include the following:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student is a student with a disability within the meaning of IDEA or ADA/Section 504;
4. The seriousness of the student's misconduct or behavior;
5. Whether the violation or behavior committed by the student threatened the safety of any other student or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed by the student, AND

7. Whether a lesser intervention would properly address the violation or behavior committed by the student.

This rebuttable presumption does not apply to short-term suspension (removal from school for ten (10) or less school days) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all out-of-school suspensions (short-term and long-term) and expulsion, the District administrator implementing the suspension shall consider and document their consideration of the seven listed above in a manner approved by the Superintendent. The form may be retained in any format.

A formal hearing is scheduled with the Assistant Superintendent of Labor Relations and Personnel during which the student must be present and may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. The decision of the Assistant Superintendent of Labor Relations and Personnel may be appealed to the Superintendent whose decision will be final.

### **Expulsion from School**

If a recommendation for expulsion is determined to be the proper course of action by the Executive Director, a formal hearing is scheduled with a Student Disciplinary Committee, which is made up of members of the Board of Education. The Board of Education recognizes that exclusion from the education programs of the District is the most severe sanction that can be imposed on a student and is one that cannot be imposed without due process since exclusion deprives a child of the right to an education. The Board of Education reserves to itself the authority to make expulsion decisions.

While the review and hearings are taking place, the student will be suspended from school and homework will be provided. The Student Disciplinary Committee will hold a closed meeting, to hear the evidence and make a recommendation about the expulsion. Their recommendation will be provided to the full Board of Education and will be voted on in open session at the next regularly scheduled board meeting. The student will only be identified by a case number during the board meeting.

- A. While this list is not exhaustive, the following types of misconduct which may warrant expulsion from school:
  - Physical assault against other students;
  - Physical and verbal assault against school employees, volunteers or contractors;
  - Gross misdemeanor/persistent disobedience;
  - Weapons\* (excluding firearms);
  - Possession or use of a weapon or weapon facsimile, explosive device or threat to use such instrument(s) to do bodily harm;
  - Criminal sexual conduct;
  - Sexual misconduct/assault, (unwanted sexual contact);
  - Arson;
  - Bomb threats;
  - False fire alarms;
  - Selling or providing drugs or other controlled substance(s), including look-alikes, to others;
  - Extortion, blackmail; and/or
  - Acts of hate (including racist or sexist comments/literature).

\*The District is not required to expel a student for possessing a weapon if a student can establish at least one of the following criteria in a clear and convincing manner:

- The weapon was not possessed for use as a weapon; or

- The student did not know the item was a weapon; or
- The weapon was not knowingly possessed by the student; or
- The weapon was in the student's possession with the permission of school or police authorities.

Students expelled for serious misconduct which violates the law (e.g., weapons, arson, criminal sexual conduct, bomb threats, drugs, minor in possession of alcohol, tobacco and/or marijuana products and in some instances physical assault, cyberbullying, larceny, robbery, extortion or vandalism/destruction of property) will be referred to law enforcement. Expulsions must be recorded on the student's permanent record.

### **Reinstatement Process**

The parent/legal guardian of an individual expelled or the individual (if the individual is at least age 18 or is an emancipated minor), may petition the expelling school board for reinstatement of the individual to public education in the school district as set forth in HPS Board Policy and the Michigan Revised School Code. Unless otherwise stated by the Board, the expulsion period begins on the first day of the suspension.

All of the following apply to reinstatement:

- A. It is the responsibility of the parent/legal guardian or, the individual (if the individual is at least age 18 or is an emancipated minor), to prepare and submit the *Petition for Reinstatement Form*. The form is available through the Office of Labor Relations and Personnel. A school board is not required to provide any assistance in completing the form.
- B. Not later than ten (10) school days after receiving a petition for reinstatement under this subsection, a school board shall appoint a Reinstatement Committee to review the petition and any supporting information submitted by the parent/legal guardian or, the individual (if the individual is at least age 18 or is an emancipated minor).

The committee shall consist of two (2) school board members, one (1) school administrator, one (1) teacher, and one (1) parent of a pupil in the school district. During this time the Assistant Superintendent or designee will prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.

- C. Not later than ten (10) school days after all members are appointed, the Reinstatement Committee shall review the *Petition for Reinstatement Form* and any supporting information as well as information provided by the District and shall submit a recommendation to the school board on the issue of reinstatement.

The recommendation shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement. The recommendation shall be based on consideration of all of the following factors:

- The extent to which reinstatement of the individual would create a risk of harm to pupils or school personnel.
- The extent to which reinstatement of the individual would create a risk of school district liability or individual liability for the school board or school district personnel.
- The age and maturity of the individual.

- The individual's school record before the incident that caused the expulsion.
  - The individual's attitude concerning the incident that caused the expulsion.
  - The individual's behavior since the expulsion and the prospects for remediation of the individual.
  - If the petition was filed by a parent/legal guardian, the degree of cooperation and support that has been provided by the parent/legal guardian and that can be expected if the individual is reinstated, including but not limited to, receptiveness toward possible conditions placed on the reinstatement.
- D. Not later than the next regularly scheduled board meeting after receiving the recommendation of the reinstatement committee, the school board shall make a decision to unconditionally reinstate the individual, conditionally reinstate the individual, or deny reinstatement of the individual. The decision of the school board is final.

A school board may require an individual and, if the petition was filed by a parent/legal guardian, to both agree in writing to specific conditions before reinstating the individual in a conditional reinstatement. The conditions may include but are not limited to, agreement to a behavior contract, which may involve the individual, parent/legal guardian, and an outside agency; participation in or completion of an anger management program or other appropriate counseling; periodic progress reviews; and specified immediate consequences for failure to abide by a condition. A parent/legal guardian or individual (if the individual is at least age 18 or is an emancipated minor), may include proposed conditions in a petition for reinstatement.

Cross-reference:

[MCL 380.1310d](#), [380.1310e](#), [380.1311a](#), [380.1311\(2\)](#), [380.1313\(4\)](#), [MCL 750.237a](#), [750.520b](#), [750.520c](#),  
[750.520d](#), [750.520e](#), [750.520g](#)  
[Policy 5610 Emergency Removal, Suspension and Expulsion of Students](#)  
[Policy 5611 Due Process Right](#)

## **SECTION VI – SENIORS, HOWELL HIGH SCHOOL**

## SENIORS, HOWELL HIGH SCHOOL

### Expectations, Behaviors and Consequences for Seniors in the Final Quarter Preceding Graduation

Students, in the process of maturing and of pursuing an education in our school system, sometimes make choices that disrupt, embarrass, threaten, and hurt themselves, their peers, our employees, their families, and school and/or community property. Such behaviors demand a school respond in the form of consequences. As the days in a student's school year wane, the school's ability to give typical detention and out-of-school suspension are reduced. Students sometimes recognize this and use the final quarter of their school year as an opportunity to engage in behaviors that call for long-term suspension or expulsion from school. As of the fourth quarter for seniors, time for providing traditional penalties for misbehavior is reduced.

In cases where a graduating senior is accused of misconduct that would result in disciplinary action of a long-term suspension or expulsion in the final quarter preceding his/her graduation, he/she will be suspended for ten (10) days or the remainder of the school year, whichever is greater. Whenever the high school administration determines that a graduating senior should be suspended long-term (in excess of ten (10) school days), a due process hearing shall be held before the Assistant Superintendent of Labor Relations and Personnel. The decision of the Assistant Superintendent of Labor Relations and Personnel shall be final and is not subject to reversal or appeal.

In cases where a graduating senior is accused of misconduct that would result in disciplinary action, up to and including, short-term suspension (less than ten (10) days) or the loss of event privileges, a due process hearing shall be held before the high school principal. The decision of the high school principal shall be final and is not subject to reversal or appeal.

Event privileges subject to loss include but are not limited to:

- A. Prom.
- B. Senior Scholarship Dinner.
- C. Athletic Banquets.
- D. Remaining Athletic Contests and Practices.
- E. Remaining Musical/Dramatic Performances.
- F. Senior Awards Night.
- G. Senior Breakfast.
- H. Senior Picnic.
- I. ANY Howell Public Schools Graduation/Commencement.
- J. Senior All-Night Party (Community-Sponsored/Parent-Sponsored).
- K. Other Events of Privilege Associated with Senior Status.

Howell High School administrators will, within the first month of the senior year and again at the beginning of the second semester, communicate to parents/legal guardians and students, this standard of behavior and the consequences of senior misbehavior in the final quarter of the senior year.